

# CITY OF NORTH WILDWOOD

## NOTICE OF PROPOSED AGENDA OF COUNCIL MEETING

JANUARY 16, 2024 AT 10:00 AM

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

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

### PROCLAMATION:

Corinne Clarke of Margaret Mace School North Wildwood: Governor's NJ Educator of the Year

### APPOINTMENTS:

Police Dept.

### MINUTES:

APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 19, 2023 and  
REORGANIZATION MEETING OF JANUARY 2, 2024

### COMMUNICATIONS:

#### *Receive & File:*

NJ URBAN ENTERPRISE ZONE AUTHORITY, RE: FY2024 UEZ Assistance Fund (\$545,255)  
ATLANTIC COUNTY MUNICIPAL JIF, RE: 2023-2024 Elected Officials Training  
ATLANTIC COUNTY MUNICIPAL JIF, RE: 2023 Annual ACMJIF Report  
CAPE MAY COUNTY MUA, RE: Rate Setting Report/Wastewater Program User Charges  
CAPE MAY COUNTY MUA, RE: Solid Waste and Recycling User Charges  
CAPE MAY COUNTY MUA, RE: December 2023 Regional Pump Station Flow Report  
ATLANTIC CITY ELECTRIC, RE: Winter Energy Assistance Program  
NEW JERSEY DEP, RE: Stormwater Discharge GPA Modification  
NEW JERSEY DEP, RE: Swimming Pool Discharge General Permit Renewal  
NEW JERSEY DEP, RE: NW Boardwalk Replacement Application  
NEW JERSEY DEP, RE: CAFRA Individual Permit Application, Seaport Pier  
CLEAN OCEAN ACTION, RE: 39<sup>th</sup> Annual Beach Sweeps for 2024, April 13 and October 19

#### *Receive & File w/ State:*

ST. DEMETRIOS GREEK ORTHODOX CHURCH, RE: Application for Social Affair Permit

### APPOINTMENTS:

2024 Council Committees  
Buildings, Parks & Grounds Dept.  
Recreation Dept.  
Fire Dept.

### REPORTS:

Various Depts.

### ORDINANCES:

Ord. 1925 (1<sup>st</sup> Reading) – Amending Chapter 330, Peddling and Soliciting  
Ord. 1926 (1<sup>st</sup> Reading) – Capital Improvement Ordinance

### RESOLUTIONS:

#51-24 Introduction of Boardwalk SID 2024 Budget  
#52-24 Authorizing Advertisement for Public Bid – 2405 Bdwk Lease  
#53-24 Authorizing Advertisement for Public Bid – Beach Umbrella Concession  
#54-24 Certifying Compliance with EEOC Enforcement Guidelines  
#55-24 Affirming the City's Policy on Civil Rights, Discrimination and Harassment  
#56-24 Identifying Employees/Volunteers Assigned to State and County Task Forces/Teams  
#57-24 Approving Submission of 2023 Annual Report to DEP for Hereford Inlet Lighthouse  
#58-24 Appointment of Municipal Emergency Management Coordinator  
#59-24 Appointment of NW Representative to CMC Animal Shelter Advisory Board

- #60-24 Authorizing Intra-County Mutual Aid and Assistance Agreement w/ County
- #61-24 Authorizing Return of Balance of Escrow Deposit (Carrigan)
- #62-24 Authorizing Return of Balance of Escrow Deposit (Anastasi & Cook)
- #63-24 Authorizing Return of Balance of Escrow Deposit (Maier)
- #64-24 Authorizing Return of Balance of Escrow Deposit (Mullen)
- #65-24 Authorizing Return of Balance of Escrow Deposit (Mitchell)
- #66-24 Authorizing Return of Balance of Escrow Deposit (Wynnefield)
- #67-24 Refund for Overpayment of Real Estate Taxes
- #68-24 Refund for Overpayment of Sewer Taxes
- #69-24 Confirming Sale of Block 115, Lot 6.01 (423 NW 18<sup>th</sup> Avenue)
- #70-24 Authorizing Postponement of Bid and Amendment of Bid Specifications (Gateway)
- #71-24 Authorizing Extension of Award of Contract – Police Department Renovations
- #72-24 Authorizing Award of Contract – 2024-2025 Trench Restoration
- #73-24 Authorizing Award of Contract – 2024-2025 Emergency Repair
- #74-24 Authorizing Award of Contract – 2024-2025 Concrete Repair

**COMMUNICATION:**

*Receive & File:*

MAYOR PATRICK ROSENELLO, RE: Appointment of Deputy OEM Coordinator

**VOUCHER LIST/FINANCE:** Authorizing payment of all approved vouchers

**COUNCIL:**

**PUBLIC:**

**ADJOURNMENT:**

**Next Regular Meeting: Tuesday, February 6, 2024 @ 10:00 a.m.**

**REGULAR MEETING  
DECEMBER 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 and The Press on January 4, 2023.*"

**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 Tolomeo, seconded by Kane, that the minutes of the regular meeting of December 5, 2023 be approved. Carried.

**COMMUNICATIONS:**

ATLANTIC COUNTY MUNICIPAL JIF

RE: Environmental Risk Management JIF  
Membership

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

ATLANTIC COUNTY MUNICIPAL JIF

RE: 2023 Dividend Announcement (North  
Wildwood - \$60,584)

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

CAPE MAY COUNTY MUA

RE: Adjustment for 2023 Wastewater User Charges

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

CAPE MAY COUNTY MUA

RE: October 2023 Regional Pump Station Flow  
Report

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

CAPE MAY COUNTY MUA

RE: November 2023 Regional Pump Station Flow  
Report

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

NEW JERSEY DEP

RE: CAFRA Permit, Virginia Blair, 424 W. 15<sup>th</sup>  
Avenue

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

**REGULAR MEETING  
DECEMBER 19, 2023**

NEW JERSEY DEP  
RE:

CAFRA Permit, John Pettit, 1209 Hoffman  
Canal

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

**COMMUNITY RATING SYSTEM**

RE: 2022 North Wildwood Community Rating  
System Flood Insurance Update

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

**COMMUNITY RATING SYSTEM**

RE: Joseph Babore, Certified Floodplain Manager  
Exam Score

On a motion by Tolomeo, seconded by Kane, that the above correspondence be received and filed. Carried. City Clerk Jett stated that homeowners in North Wildwood continue to pay flood insurance at a discounted rate largely due to the efforts of North Wildwood City Employee Joseph Babore, who has recently scored a 94 on the Certified Floodplain Manager State Exam. Babore was recognized by Mayor and Council for his hard work on behalf on the citizens of the City.

**APPOINTMENT (BY RESOLUTION):**

# 238-23

RE: Appointment Of Municipal Judge

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. City Clerk Jett noted that Judge Belasco has served as the City’s Municipal Court Judge since 1985.

**APPOINTMENTS:**

**Public Works Department:**

Brian Ruderick	Laborer	Start Work Date 1/2/24
Vincent Catanoso	Laborer	Start Work Date 1/2/24
Jacob McKenna	Laborer	Start Work Date 1/2/24
Robert Oakley	Laborer	Start Work Date 1/2/24

On a motion by Kane, seconded by Rullo, the roll being called with all voting in the affirmative, the above permanent, full-time appointments were confirmed.

**Fire Department:**

Daniel Moore	Firefighter/EMT	Start Work Date 1/9/24
Gavin Rosenello	Firefighter/EMT	Start Work Date 12/23/23
Matthew Blaker	Firefighter/EMT	Start Work Date 1/10/24

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

**REPORTS:**

**CITY CLERK REPORT FOR NOVEMBER 2023:**

Total monies collected for the Month:.....	\$ 24,704.45
Total monies turned over to the City Treasurer.....	\$ 11,392.45



REGULAR MEETING  
DECEMBER 19, 2023

**REGISTRAR OF VITAL STATISTICS REPORT FOR NOVEMBER 2023:**

Total monies turned over to the City Treasurer.....\$ 390.00  
Totals in NW for Month: Deaths -1- Marriages -2- Births -0-

**FIRE DEPARMENT REPORT FOR OCTOBER 2023:**

Total monies turned over to the City Treasurer.....\$ 25,564.00  
Total Incidents and Inspections for the Month..... 395

**POLICE DEPARTMENT REPORT FOR NOVEMBER 2023:**

Total monies turned over to the City Clerk’s Office.....\$ 958.45  
Total Incidents Handled by the Department for the Month..... 2,844

**SHORE ANIMAL CONTROL REPORT FOR NOVEMBER 2023:**

Total NW Calls for Month.....17

On a motion by Tolomeo, seconded by Bishop, that the above reports be received and filed as presented. Carried.

**ORDINANCES:**

**ORDINANCE NO. 1923** - On a motion by Bishop, seconded by Tolomeo, that Ordinance No. 1923 be placed on its second reading. Carried.

The City Clerk read Ordinance No. 1923 by its title, as required by Law, known as “*An Ordinance Amending And Supplementing Ordinance 1844 And Ordinance 1177, As Amended, As Codified In Chapter 276, Land Development*”.

This Ordinance has been published according to Law, posted on the City Clerk’s bulletin board with copies available in the City Clerk’s Office on request.

The President of Council stated this was the time and place to hold a public hearing on Ordinance No. 1923 and asked if anyone present had any objections to the passage of this Ordinance. Hearing none, he then asked the City Clerk if he had received any objections in writing, the City Clerk stated none, the President of Council declared the hearing closed.

On a motion by Rullo, seconded by Tolomeo, that Ordinance No. 1923 be passed on its second reading and published according to Law, the roll being called, all voting in the affirmative, the President of Council declared Ordinance No. 1923 duly adopted.

**RESOLUTIONS:**

# 239-23  
RE: Authorizing Return Of Balance Of Escrow Deposit

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.

# 240-23  
RE: Authorizing Emergency Heating/Ventilation/Air Conditioning Repairs At The North Wildwood Municipal Court Facility

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

# REGULAR MEETING DECEMBER 19, 2023

RE:

# Appointing Governing Body Member To Boardwalk Special Improvement District Board Of Directors For Year 2024

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

RE:

Approving Hereford Inlet Lighthouse  
Management Plan And Annual Plan For 2024,  
Authorizing Submission Of Same To State Of  
New Jersey, Department Of Environmental  
Protection And Designating W. Scott Jett,  
R.M.C. As The Implementing Official

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

RE:

## Cancelling Grant Account Receivables And Appropriations

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

RE:

## To Cancel Capital Appropriation Balance

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

RE:

Authorizing Execution Of A Professional  
Services Contract With Anthony S. Bocchi, Esq.  
And/OR Bocchi Law, LLC

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

RE:

**Awarding A Professional Services Contract To Marsh & McLennan Agency, L.L.C. For Health Insurance Consulting, Brokerage And Insurance Plan Administration Services**

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.

RE:

# Authorizing A Shared Services Agreement With The Borough Of Avalon For As Needed Construction Office Coverage

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

# REGULAR MEETING

## DECEMBER 19, 2023

# 248-23

RE:

## Awarding A Professional Services Contract To The Lomax Consulting Group

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

# 249-23

RE:

# Authorizing Emergency Sewer Repairs At 300 E. 13<sup>th</sup> Avenue And 413 NW 18<sup>th</sup> Avenue

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.

# 250-23

RE:

## Designation Of Date And Time Of 2024 Council Reorganization Meeting

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. City Clerk Jett stated that, based on previous informal discussions, the 2024 Council Meeting Schedule to be adopted at the January 2, 2024 Reorganization Meeting will confirm that all Council Meetings in 2024 will begin at 10:00 a.m.

**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
55411	AT&T MOBILITY	2,167.03
55412	Revascent	2,326.13
55413	Anglesea Pub	2,750.00
55414	ADVANCED ENVIRO SYSTEMS	1,863.00
55415	AMERIFLEX	522.50
55416	BARBER CONSULTING SERVICES	382.50
55417	Blaney, Donohue, Weinberg PC	2,233.00
55418	CARLSEN GROUP INC, THE	95.00
55419	C.M.C.M.U.A.	15,405.65
55420	COMCAST	1,307.12
55421	ATLANTIC CITY ELECTRIC	29,842.86
55422	DISCOUNT HYDRAULICS CORP.	396.82
55423	DELL COMPUTER CORP.	1,480.02
55424	DEVO & ASSOCIATES	50.76
55425	East Coast Mobile Marine	1,121.21
55426	Eagle Wireless	564.00
55427	ENTERPRISE FM TRUST	22,113.74
55428	CAPE MINING & RECYCLING, LLC	80.90
55429	GENTILINI FORD, INC.	923.15
55430	GE MECHANICAL INC	3,625.03
55431	CAPE MAY COUNTY HERALD	869.81
55432	Jason Hesley	39.99
55433	Holiday Outdoor Decor	341.13
55434	TOWNSHIP OF LOWER	450.00
55435	MCCARTHY TIRE & AUTOMOTIVE CTR	1,054.96
55436	MID-ATLANTIC CTR FOR THE ARTS	425.00
55437	MARGARET MACE HOME & SCHOOL	250.00

55438	CITY OF NORTH WILDWOOD	629.00
55439	NJPO	325.00
55440	NJ STATE HEALTH BENEFITS PRGRM	241,856.43
55441	NEW HORIZON COMMUNICATIONS	5,585.25
55442	JOHN OLIVA	30.00
55443	PARKMOBILE LLC	22.05
55444	PREMIUM SIGN SUPPLIES INC	619.97
55445	SOUTH JERSEY WELDING	218.88
55446	SOUTH JERSEY GAS CO	1,152.56
55447	SUN-BY-THE-SEA	500.00
55448	SEALAKE PRODUCTS LLC	387.50
55449	Stefankiewicz & Belasco LLC	3,322.00
55450	CAPE MAY COUNTY TREASURER	13.00
55451	TREAS., STATE OF N.J.	50.00
55452	TAYLOR OIL COMPANY	11,278.88
55453	TRINITY CODE INSPECTIONS LLC	6,400.00
55454	Tomlin Funeral Supply	425.00
55455	TABB INC	28.00
55456	THE DEWEESE LAW FIRM	140.00
55457	THOMSON REUTERS	235.21
55458	Avalon Recreation Department	750.00
55459	WB MASON CO INC	205.75
55460	CHRISTOPHER J.WINTER SR.	2,248.00
55461	GENTILINI CHEVROLET, LLC	206.81
55462	Veronica A Ruggiero	15.00
55463	Carmen Lex	54.60
55464	Warren George	111.27
55465	BANK OF AMERICA	0.00
55466	BANK OF AMERICA	0.00
55467	BANK OF AMERICA	0.00
55470	BANK OF AMERICA	0.00
55471	BANK OF AMERICA	52,710.86
55472	MICHAEL J BROWN SR	200.00
55473	Bobcat of Vineland	34,037.23
55474	BARBARA GEVAUDAN	120.00
55475	Cape May Car Wash LLC	99.00
55476	CULLEN AND DYKMAN LLP	5,485.50
55477	DAVE GREENLAND	50.00
55478	ROBERT DAVIS	400.00
55479	ZACHARY DEVOE	400.00
55480	DIANE KENNY	200.00
55481	FIREFIGHTER ONE LLC	48,000.00
55482	FRANCIS G NOLAN	400.00
55483	GEORGE J KAROLYI	200.00
55484	Alexandra Gonzalez	109.26
55485	Herbert Porter	200.00
55486	JAMES J AMENHAUSER	200.00
55487	W SCOTT JETT	400.00
55488	James J Sawyer	117.00
55489	JOSEPH KOPETSKY	62.19
55490	LESLIE CLINE	400.00
55491	MATTHEW J MCCRORY JR	200.00
55492	BRIAN MCDOWELL	400.00
55493	NORTH WILDWOOD BD OF EDUCATION	1,276,518.00
55494	ERIC NEVIL	14.45
55495	NEHMAD DAVIS & GOLDSTIEN PC	1,767.50
55496	STEVE RANSOM	240.37
55497	PINELAND CONSTRUCTION, LLC	72,844.17
55498	COMFORT NOW LLC	602.00
55499	Quality Logo Products, Inc.	1,184.70

55500	RICHARD DAVIS	400.00
55501	ROY BURNHAM	50.00
55502	RYAN LEWANDOWSKI	688.41
55503	ROBERT J NOCELLA	200.00
55504	Drew Roach	30.00
55505	ROBERT A MATTEUCCI	200.00
55506	AMANDA HEGARTY	15.00
55507	SHORE QUALITY CLEANING	575.00
55508	STARR GENERAL CONTRACTORS	1,072.00
55509	TEC Elevator, Inc.	196.27
55510	VAN NOTE-HARVEY ASSOCIATES	204,673.10
55511	CITY OF WILDWOOD	17,065.12
55512	DAVID CAMARADA	50.00

**COUNCIL:**

**MAYOR & COUNCIL** wished all a Merry Christmas and Happy New Year.

**CITY CLERK JETT** stated that a number of problems have been encountered with the Press of Atlantic City recently since it has not only been reduced to publication three days a week but also now uses a third-party for its legal advertising publications. The Cape May Star & Wave provides legal advertising services for some other municipalities in the County, distributes its newspapers to 24 locations on Five Mile Beach, including six in North Wildwood, and will begin distributing directly to North Wildwood City Hall beginning in January 2024. It will be proposed at the January 2, 2024 Reorganization Meeting to drop the Press of Atlantic City as an Alternate Official Newspaper of the City and name the Cape May Star & Wave to replace it.

**PUBLIC:** None.

**ADJOURNMENT:**

On a motion by Tolomeo, seconded by Rullo, that there being no further business before Council, we do now adjourn. Carried. 10:22 AM.

**APPROVED:**

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

**ATTEST:**

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

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

**REORGANIZATION MEETING  
JANUARY 2, 2024  
10:00 A.M.**

The 2024 Reorganization Meeting of the North Wildwood City Council was held in the morning of the above date in the Council Chambers at North Wildwood City Hall.

**MAYOR ROSENELLO** stated: *“Ladies and Gentlemen, as directed by Law, we are about to meet and organize the City Government of the City of North Wildwood for the year 2024. 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 and emailing a copy of the same to the Press of Atlantic City and the Cape May County Herald on December 20, 2023.” The first requirement is that those elected take the Oath of Office.”*

**OATH OF OFFICE:**

*Councilwoman 2<sup>nd</sup> Ward*

*Kellyann Tolomeo – Oath Administered by Judge Belasco*

*Councilman 1<sup>st</sup> Ward*

*David Del Conte – Oath Administered by Judge Belasco*

*Councilman-At-Large*

*Salvatore Zampirri – Oath Administered by Judge Belasco*

**MAYOR ROSENELLO** asked for a roll call, flag salute and moment of silence.

**ROLL CALL:** Present were Mayor Patrick Rosenello and Councilmembers 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.

**RESOLUTIONS:**

**MAYOR ROSENELLO** asked for nominations for President of Council for 2024. Councilman Rullo offered Salvatore Zampirri as President of Council for 2024 with Councilwoman Tolomeo offering the second. No other nominations were offered.

#01-24

RE: Electing The President Of Council For The Year  
2024 – Salvatore Zampirri

The above resolution was offered by Rullo, seconded by Tolomeo, the roll being called, all voting in the affirmative with Zampirri abstaining, the Mayor declared the resolution duly adopted.

**MAYOR ROSENELLO** turned the meeting over to the President of Council.

**PRESIDENT OF COUNCIL ZAMPIRRI** then asked for nominations for President *pro tempore* of Council for 2024. Councilman Del Conte offered Kellyann Tolomeo as President *pro tempore* of Council for 2024 with Councilman Kane offering the second. No other nominations were offered.

#02-24

RE: Electing The President *pro tempore* Of Council  
For The Year 2024 – Kellyann Tolomeo

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

REORGANIZATION MEETING  
JANUARY 2, 2024

**MAYOR’S APPOINTMENTS:**

MAYOR ROSENELLO made the following appointments to various commissions, committees and boards:

**Bike Path Advisory Commission**

Louise Neill	12/31/2024
Christine Boyd-Wise	12/31/2024
Sal Zampirri, Council	12/31/2024

**Board of Health**

Kim Bishop	12/31/2026
Sean Dougherty	12/31/2026
Kellyann Tolomeo, Council	12/31/2024

**Emergency Management Committee (One-Year Term)**

OEM Coordinator  
Fire Chief  
City Clerk  
OEM Deputy Coordinator  
Public Works Superintendent  
CFO  
Mayor  
Beach Patrol Chief  
Construction Official  
President of City Council  
Public Safety Committee  
Police Chief  
Police Captain  
Recreation Department  
City Administrator

**Environmental Commission**

Tim Kaye	12/31/2026
James Catanoso	12/31/2026
Ronald Simone	12/31/2026
James Hundzynski	12/31/2026

**GWTIDA**

James Barnabei	12/31/2027
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**Lifeguard Pension Commission**

Tom Edwards	12/31/2027
Bryan Baker	12/31/2027

**Historical Commission**

Eli Massood	12/31/2026
Mary Condron	12/31/2026
Sean McMullan (unexpired term)	12/31/2024

**Recreation Commission**

Jon Winsett	12/31/2028
Sharon Cannon	12/31/2028
Kellyann Tolomeo, Council	12/31/2024

**Safety Committee (One-Year Term)**

Michael Blizzard  
Rick Haas  
Doug Nordberg  
J. Byrne Agency  
Nic Long

REORGANIZATION MEETING  
JANUARY 2, 2024

John Stevenson  
Dominick McClain  
Jennifer VanSant  
Anglesea Volunteer Fire Co.  
North Wildwood Volunteer Fire Co.  
Wildwoods Boardwalk SID  
Bill Ciavarelli  
Ken Gallagher  
Zoe Bolle

**Tourist Development Commission**

Paul Russo	12/31/2025
Mike Haldeman	12/31/2025
Sean McMullan	12/31/2025
Jennifer Cormican	12/31/2025
Sal Zampirri, Council	12/31/2024

**UEZ Board**

Nic Long	12/31/2024
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**Joint Planning Board**

John Stevenson, Class II	12/31/2024
William Auty, Class IV	12/31/2027

**Alternates**

Sharon Cannon, Alt. #3, Class IV	12/31/2025
Scott McCracken, Alt. #4, Class IV	12/31/2025

On a motion by Kane, seconded by Bishop, the above appointments be confirmed for the various commissions, committees and boards. The roll being called with all voting in the affirmative, the President of Council declared the Mayor’s appointments approved.

**RESOLUTIONS:**

#03-24

RE: 2024 Temporary Budget

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

#04-24

RE: Temporary Budget – Debt Service

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

#05-24

RE: Cash Management Plan

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

#06-24

RE: Petty Cash Funds For The Year 2024

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

#07-24

RE: Providing For Payment Of City Obligations,  
School, State And County Taxes



**REORGANIZATION MEETING  
JANUARY 2, 2024**

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

#08-24

RE: Authorizing Purchases, Contracts And  
Agreements Not Exceeding The Local Public  
Contracts Law Bid Threshold Without Public  
Advertisement

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

#09-24

RE: Designating Council's Representatives With  
Authority To Authorize Emergency Contracts  
Under The Local Public Contracts Law

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

#10-24

RE: Authorizing The Signing Of A Voucher List  
Rather Than Signing Each Individual Voucher  
For The Year 2024

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

#11-24

RE: Authorizing Purchases Under State Cooperative  
Purchasing Contracts

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

#12-24

RE: Fixing The Rate Of Interest To Be Charged For  
Non-Payment Of Taxes, Sewer, Assessments  
And Municipal Liens And Establishing A Year-  
End Penalty For Delinquencies In Excess Of  
\$10,000.00

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

#13-24

RE: Authorizing Service Charges For Returned  
Checks

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

**REORGANIZATION MEETING  
JANUARY 2, 2024**

#14-24

RE: Authorizing The Tax Assessor Of The City Of North Wildwood To File Regular Appeals On Behalf Of The City Of North Wildwood To The Cape May County Board Of Taxation Or The New Jersey Tax Court For The Year 2024

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

#15-24

RE: Authorizing Accelerated Tax Sale – 2024

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

#16-24

RE: Cancellation Of Tax Overpayments Or Delinquent Amounts Less Than \$10.00

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

#17-24

RE: Authorizing The Waiver Of Requirement Of Claimant Certification Under Certain Circumstances Pursuant To N.J.A.C. 5:30-9A.6(c) And N.J.A.C. 5:31-4.1

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

#18-24

RE: Designation Of Time And Place Of Council Meetings For The Year 2024

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

#19-24

RE: Designation Of Official Newspaper For The Year 2024 And Designation Of Newspapers For Receiving Notice Under The “Open Public Meetings Act”

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

#20-24

RE: Designating Official Holidays For 2024

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

**REORGANIZATION MEETING  
JANUARY 2, 2024**

#21-24

RE: Adopting A Form Required To Be Used For The Filing Of Notices Of Tort Claim Against The City Of North Wildwood In Accordance With The Provisions Of The New Jersey Tort Claims Act, *N.J.S.A. 59:8-6*

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

# 22-24

RE: Appointment Of City Solicitor – Michael Donohue of Blaney, Donohue & Weinberg

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

# 23-24

RE: Appointment Of Bond Counsel – Archer & Greiner, P.C.

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

# 24-24

RE: Appointment Of Municipal Prosecutor – Ronald Gelzunas

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

# 25-24

RE: Appointment Of Alternate Municipal Prosecutor – Kyle Weinberg of Blaney, Donohue & Weinberg

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

# 26-24

RE: Appointment Of Labor Counsel For Collective Bargaining And Contract Negotiations – Nicole Curio of Blaney, Donohue & Weinberg

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

# 27-24

RE: Appointment Of Labor Counsel For Personnel Matters – William Blaney of Blaney, Donohue & Weinberg

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

**REORGANIZATION MEETING  
JANUARY 2, 2024**

# 28-24

RE:

Appointment Of Special Legal Counsel –  
Contracts on an As-Needed Basis Awarded to  
James Birchmeier of Brichmeier & Powell;  
Michael Barker of Barker, Gelfand, James &  
Sarvas; M. James Maley of Maley Givens

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

# 29-24

RE:

Authorizing Professional Services Contract With  
Nehmad Davis & Goldstein, P.C. For Specialized  
Legal Services To Be Provided By William J.  
Kaufmann, Esquire

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

# 30-24

RE:

Authorizing Professional Services Contract With  
Bocchi Law, LLC For Specialized Legal Services  
To Be Provided By Anthony S. Bocchi, Esquire

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

# 31-24

RE:

Authorizing A Professional Services Contract  
With Cullen And Dykman, LLP For Specialized  
Legal Services To Be Provided By Neil Yoskin,  
Esquire

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

# 32-24

RE:

Appointment Of Municipal Public Defender –  
Seth Fuscellaro

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

# 33-24

RE:

Appointment Of Alternate Municipal Public  
Defender – Eric Garrabrant

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

# 34-24

RE:

Authorizing Special Projects Engineering  
Contracts During 2024 – Contracts on an As-  
Needed Basis Awarded to Marc DeBlasio &  
Associates; Collier's Engineering; Remington  
Vernick Engineers

**REORGANIZATION MEETING  
JANUARY 2, 2024**

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

# 35-24

RE: Authorizing Special Projects Professional Planning Contracts During 2024 – Contracts on an As-Needed Basis Awarded to CME Associates; Remington & Vernick Engineers; Collier's Engineering; Heyer, Gruel & Associates

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

# 36-24

RE: Appointment Of City Auditor – Leon Costello of Ford – Scott Associates

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

# 37-24

RE: Appointment Of Grants Coordinator – Triad Advisory Services

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

# 38-24

RE: Appointment Of Risk Management Consultant – J. Byrne Agency

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

# 39-24

RE: Awarding Professional Services Contract To Shore Counseling, LLC For Employee Assistance Program

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

# 40-24

RE: Appointment Of ACE Telecom Consulting LLC For Telecommunications Management Services

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

# 41-24

RE: Appointment Of The Lomax Consulting Group For Environmental Consulting Services

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

# REORGANIZATION MEETING

## JANUARY 2, 2024

#42-24

RE:                      Appointing Deputy City Clerk – Jennifer  
                                 VanSant

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

#43-24

RE: Appointing Fund Commissioner And Alternate  
Fund Commissioner For The Atlantic County  
Municipal Joint Insurance Fund – Jennifer  
VanSant and Nicholas Long

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

#44-24

RE: Appointing Claims Coordinator And Alternate  
Claims Coordinator For The Atlantic County  
Municipal Joint Insurance Fund – Jennifer  
VanSant and Zoe Bolle

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

#45-24

RE: Designating Todd Burkey As Public Agency  
Compliance Officer

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

#46-24

RE: Authorizing Contract With Joseph Quattrone As  
Entertainment/Events Coordinator

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.

#47-24

RE: Authorizing A Contract With David Greenland  
For Inspections, Routine Maintenance And  
Authorized Repairs To Heavy Duty Vehicles And  
Equipment

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.

#48-24

RE: Authorizing A Contract With Burleigh Storage  
For Rental Of Interior And Exterior Storage  
Space

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.

**REORGANIZATION MEETING  
JANUARY 2, 2024**

#49-24  
RE:

Authorizing Participation In Defense Logistics  
Agency, Law Enforcement Support Office 1033  
Program, To Enable The North Wildwood Police  
Department To Request And Acquire Excess  
Department Of Defense Equipment

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.

#50-24  
RE:

Appointment Of Barber Consulting Services,  
LLC For Management Information System  
Consultant 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.

**COUNCIL:**

**MAYOR** and **COUNCILMEMBERS** wished everyone a Happy New Year and  
congratulated those who have won reelection.

**PUBLIC:** None.

**ADJOURNMENT:**

On a motion by Tolomeo, seconded by Bishop, that there being no further business  
before Council, we do now adjourn. Carried. 10:16 AM.

**APPROVED:**

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

**ATTEST:**

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

*This is a generalization of the Reorganization Meeting of January 2, 2024 and not a verbatim  
transcript.*



**PHILIP D. MURPHY**  
*Governor*

**TAHESHA L. WAY**  
*Lieutenant Governor*

**State of New Jersey**  
**URBAN ENTERPRISE ZONE AUTHORITY**  
**101 SOUTH BROAD STREET**  
**PO Box 822**  
**1ST FLOOR**  
**TRENTON, NJ 08625-0822**

**JACQUELYN A. SUÁREZ**  
*Acting Commissioner*

December 29, 2023

The Honorable Patrick Rosenello  
Mayor, North Wildwood  
901 Atlantic Avenue  
North Wildwood, NJ 08260

Dear Mayor Rosenello:


Please be advised that North Wildwood's Fiscal Year 2024 Zone Assistance Fund is **\$545,255**.

The allocation was determined by calculation set forth in the UEZ legislation. Detailed below is an illustration of process and determination of the FY 2024 amount.

Zone Assistance Funds are allocated to the Urban Enterprise Zones by a formula established in NJSA 52:27H-88. There are four factors that determine a given Zone's allocation. 50 percent is determined by three equally-weighted indicators: the number of commercial and industrial parcels, its Municipal Revitalization Index Distress Score, and the average number of unemployed persons in the municipality. The remaining 50 percent is determined by the gross taxable sales in the municipality subject to reduced sales tax. Given these variables, large increases and decreases in allocations may occur year to year.

I hope this correspondence provides clarity for you. If you have any questions, please do not hesitate to reach out.

Sincerely,

  
James A. Slaughter  
Executive Director





TO: Elected Officials, Fund Commissioners, & Municipal Clerks, ACM, BURLCO, & TRICO JIFs

FROM: Paul A. Forlenza, MGA, RMC, Executive Director

DATE: January 4, 2024

RE: **2023 -2024 Elected Officials Training Invitation**

\*\*\*\*\*

For more than 20 years, the ACM, BURLCO, & TRICO JIFs have offered our elected officials the opportunity to participate in annual voluntary training. The 2023-2024 Elected Officials Training will take place online via the MEL Safety Institute (MSI). This 45-minute training video provides important information on the challenges facing local elected leaders in managing local government risks and tools available to assist our members. Instructions on how to access this training are attached.

The online training format allows for participation by all our elected officials, and the convenience of completing this training when their schedule permits, prior to the May 1, 2024 deadline. By utilizing the MEL Safety Institute, my office will be able to better track the completion of the training and document the credits due to members' assessments.

Within a week or so of completing the online training, those that complete the course will receive an email from my office highlighting the various risk management programs discussed during the training and how they can be accessed by our members.

Please remember that for every elected official that completes the training, their municipality will earn a \$250 credit towards your municipality's 2024 MEL Assessment (capped at 5% of your 2024 MEL Assessment). Also, your highest ranking administrative official is eligible to earn this credit by completing the course.

On a final note, if you attended the Elected Officials Training at the League of Municipalities in November 2023, you will receive credit for the training.

Thank you for your attention to this matter. As always, please feel free to contact me should you have any questions.

File: MEL/2024/Elected Officials Training Tab: Initiation



# 2023-2024 ELECTED OFFICIALS RISK MANAGEMENT SEMINAR



This seminar is designed to provide a general understanding of the legal principles pertaining to governmental operations. Municipal Elected Officials, Authority Commissioners, and a member's Chief Executive Officer (i.e., Municipal Manager/Administrator or Executive Director) who completes this course by May 2024 may qualify for a \$250 credit (capped at approx. 5% of MEL assessment) in their local unit 2024 assessment.

## Login to LMS

1. Click to access the **MSI Learning Management System**.
2. If you have previously taken MSI classes, enter your username and password.
3. If you are new or do not know your username/password, check with your Training Administrator, or call the MSI Help Line at (866) 661-5120.
4. Click the **Request Training** button on the top right of your Home Screen.
5. Select the check box to the right of the course **2023-2024 Elected Officials Risk Management Seminar**.
6. Scroll to the bottom of the page to submit your selection.
7. The course now shows in the **Assigned** section of your Home Screen.
8. Click the program name to launch the course.
9. Upon completion of the course, a screen with your **Certificate of Completion** will appear and can be printed.
10. The course and certificate will now appear in the **Completed** section of your Home Screen. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

If you have questions or need assistance, contact the **Andrea Felip at 856-552-4740** or **afelip@jamontgomery.com**.

# Atlantic County Municipal Joint Insurance Fund

## ACM JIF ANNUAL REPORT 2023

Atlantic County  
Municipal Joint  
Insurance  
Fund



Established in 1987  
South Jersey Communities Securing Their Future

# ACM JIF Member Municipalities

Absecon City	Millville City
Avalon Borough	Mullica Township
Brigantine City	Newfield Borough
Buena Borough	North Wildwood City
Cape May City	Northfield City
Cape May Point Borough	Ocean City
Commercial Township	Pleasantville City
Corbin City	Sea Isle City
Deerfield Township	Somers Point City
Dennis Township	Stone Harbor Borough
Downe Township	Upper Deerfield Township
Egg Harbor Township	Upper Township
Estell Manor City	Ventnor City
Folsom Borough	Waterford Township
Galloway Township	West Cape May Borough
Hamilton Township	West Wildwood Borough
Linwood City	Weymouth Township
Longport Borough	Wildwood City
Lower Township	Wildwood Crest Borough
Margate City	Woodbine Borough
Middle Township	

**JIFs are the most successful example of interlocal cooperation  
in the history of the State!**

# Message from the JIF Chairperson

I have had the pleasure of serving as the Fund Chair for the Atlantic County Municipal Joint Insurance Fund (ACM JIF). The ACM JIF's main goal is to bring together municipalities to achieve savings and stability through comprehensive risk management, safety, and claims management programs. Currently, the ACM JIF combines resources from 41 member municipalities across three counties to reduce risks and lower costs.

Our member municipalities have faced numerous challenges this year. Yet the ACM Joint Insurance Fund is a shining example of what municipal government can do when they directly participate in loss control and risk management programs. We thank each Fund Professional, Safety Coordinator, Claims Coordinator, Wellness Coordinator, as well as other municipal personnel for their active involvement over the past 36 years.

The ACMJIF takes several steps to ensure that the Fund is managed responsibly. This includes regular reviews of professionals by standing committees and third-party audits to maintain the highest business standards. We also prioritize educating our staff and employees on new management risks, pending legislation, and the latest safety trends. We are proud of our collective accomplishments including the release of \$2 million in dividends returned to ACM JIF members in 2023. This brings our total dividend return to over \$53.7 million since inception...a testament to the dedication of our entire team.

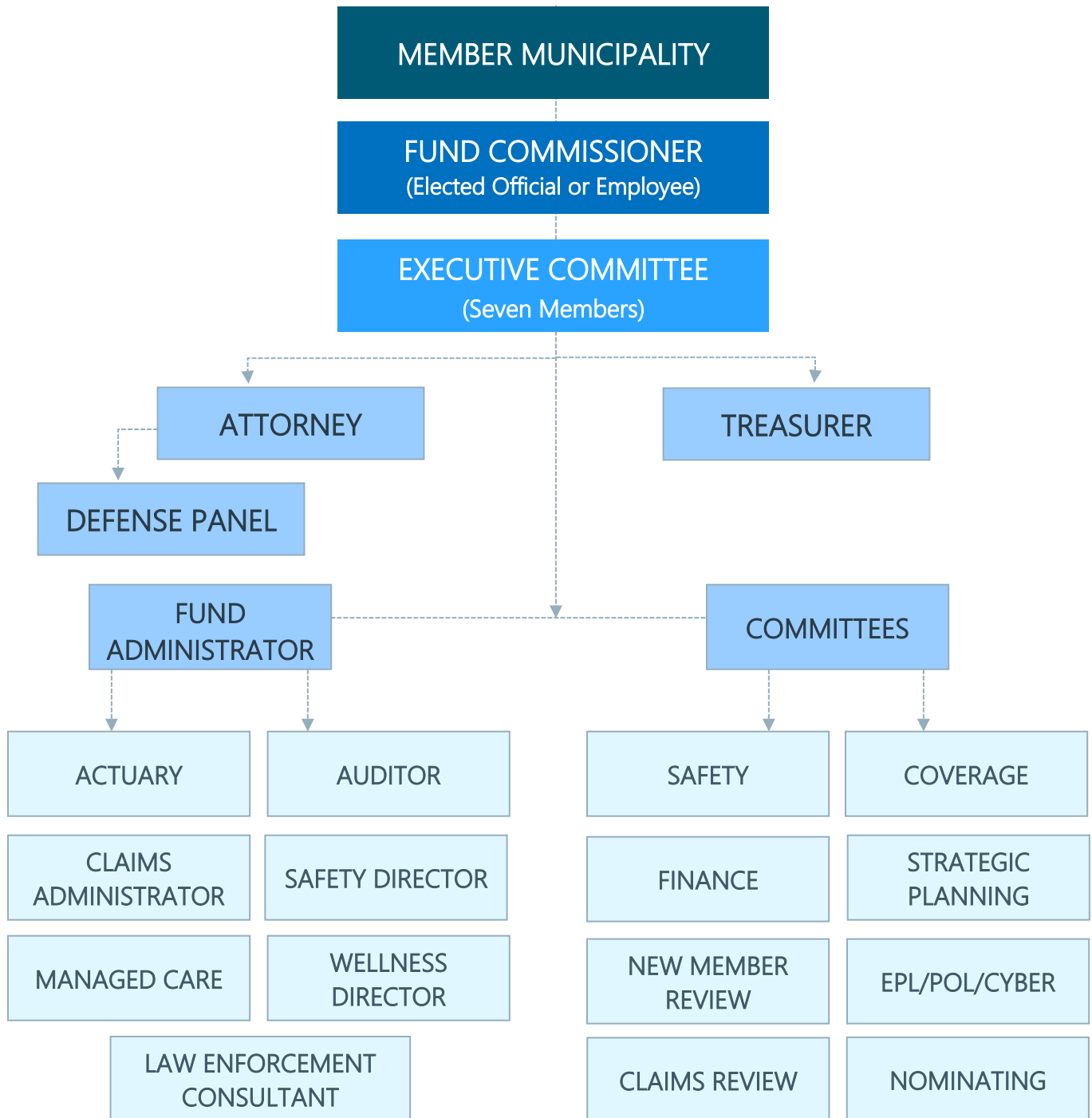
Lastly, I would like to express my appreciation for the efforts of the Fund Chairs and Fund Commissioners who served this past year. I am excited to continue our work in 2024.

Elizabeth Woods, Human Resources Director  
Ocean City  
2023 ACM JIF Fund Chair



# JIF Organizational Structure

The success of the ACM JIF stems from collaboration among member municipalities. The Fund hires professionals including a Fund Administrator, Safety Director, and specially qualified defense attorneys to assist members in the daily operations of the JIF. Additional information is available at [acmjif.org](http://acmjif.org)



# JIF Leadership

## 2023 EXECUTIVE COMMITTEE

The Executive Committee serves as the Governing Body of the Fund with five elected Fund Commissioners serving along with the Chairperson and the Secretary of the Fund. During their terms of office, members of the Executive Committee shall exercise the full power and authority of the Fund Commissioners as expressly provided by the Fund's Bylaws.

**Fund Chairperson:** Elizabeth Woods, Ocean City

**Fund Secretary:** Jessica Bishop, Dennis Township

**Executive Committee Member 1:** Roy Spolotore, Upper Deerfield Township

**Executive Committee Member 2:** Heather Sparks, Commercial Township

**Executive Committee Member 3:** Ed Grant, Cape May Point Borough

**Executive Committee Member 4:** Scott Wahl, Avalon Borough

**Executive Committee Member 5:** Varvara Keun, Middle Township

**Executive Committee Member Alternate 1:** Steve O'Connor, Wildwood City

**Executive Committee Member Alternate 2:** Dawn Marie Bascelli, Deerfield Township

**Executive Committee Member Alternate 3:** LaVerne Kirn, Corbin City

**Executive Committee Member Alternate 4:** Lisa McLaughlin, Margate City

**Executive Committee Member Alternate 5:** DJ Ayres, Weymouth Township

**Executive Committee Member Alternate 6:** Leigh Ann Napoli, Linwood City



# Message From the Executive Director

It is remarkable to acknowledge that the 2023 Fund Year is drawing to a close. Despite the numerous challenges faced in recent years, I am confident that the most arduous days are now behind us. Throughout this period, the JIF has successfully weathered the impact of the COVID-19 pandemic, significant statutory and regulatory changes, social inflation, and the most challenging excess and reinsurance market since the 1980s. A more comprehensive discussion of these challenges can be found in the subsequent sections. Nevertheless, our JIF remains committed to providing relevant programs and resources to assist our members in effectively managing the risks associated with their operations, while maintaining its position as one of the most financially stable JIFs in the State.

Another notable development in recent years has been the turnover of Fund Commissioners and long-term municipal JIF representatives, such as Safety & Claims Coordinators. This turnover reflects a broader challenge faced by many members in recruiting and retaining qualified employees. Consequently, my office has undertaken a reevaluation of our practices. This has resulted in the implementation of measures such as increased utilization of virtual meetings, expanded opportunities for online training, and other initiatives aimed at saving costs and time. It is my hope that these changes will alleviate the difficulties faced by members in participating in the JIF, while continuing to address their needs effectively.

Lately, a concern that has been brought to my attention pertains to the "JIF required training." Many members believe that the JIF imposes an excessive training burden on their employees. However, it is important to clarify that the JIF does not mandate any training. The training that member employees are required to undergo throughout the year is mandated by Federal and State Government, as well as other regulatory agencies. The role of the JIF is to facilitate the availability of this mandated training to our members in the most efficient and effective manner possible, ensuring compliance. While the JIF does offer financial incentives for members to participate in various training opportunities (such as Annual Elected Officials Training and Bi-Annual Managers & Supervisor's Training), none of this training is mandated by the JIF.

As we embark on a promising 2024, I encourage you to continue leveraging the multitude of resources available to you through your JIF membership. Furthermore, please do not hesitate to provide my staff and me with your feedback and suggestions on how we can enhance the value of your JIF experience. I would like to express my gratitude to the Fund Commissioners, Fund Professionals, and other municipally appointed JIF representatives for their unwavering dedication. Without their efforts, the JIF would not be equipped to withstand the current challenges and maintain the robust program we have today.

**Paul A. Forlenza, MGA**  
**Risk Program Administrators (RPA)**  
**2023 Executive Director for the ACM JIF**





# JIF Myths

A common misconception is the notion that the JIF imposes training requirements on our members. It is important to clarify that training is not required by the JIF, but rather mandated by state and federal statutes and regulations, court mandates, and other agencies including the NJ Attorney General's Office.

While the JIF cannot require attendance, or participation in these programs, they are designed to help you comply with the training requirements mentioned above that place obligations on municipal officials and employees. We strive to provide effective and efficient mechanisms by which our members can complete mandated training.

## Results:

- ▶ Training helps prevent employee injuries and saves you money
- ▶ Creates a "Culture of Safety"
- ▶ Risk Management Programs protect your municipality

**Training = Reduced Accidents = Less Money Spent on Claims = More \$ for Your Community.**

## And without training and risk management programs you will likely:

- ▶ Encounter more claims
- ▶ Face expensive lawsuits
- ▶ Pay higher assessments
- ▶ Suffer reputational harm

## **Support the JIF by Encouraging Your Employees to Participate in These Programs:**

- ▶ Online and in Person Safety Training
- ▶ EPL/POL Training and Helpline
- ▶ Wellness Program
- ▶ Transitional Duty
- ▶ Cyber Security Awareness Initiatives
- ▶ Law Enforcement Risk Management Services

**You have direct access to a variety of resources and Fund Professionals to support you in risk control efforts.**

# 2023 Challenges

2023 presented unique challenges to the Joint Insurance Fund. Some meetings, seminars, and trainings moved to a virtual format, but safety and risk management did not take a break!

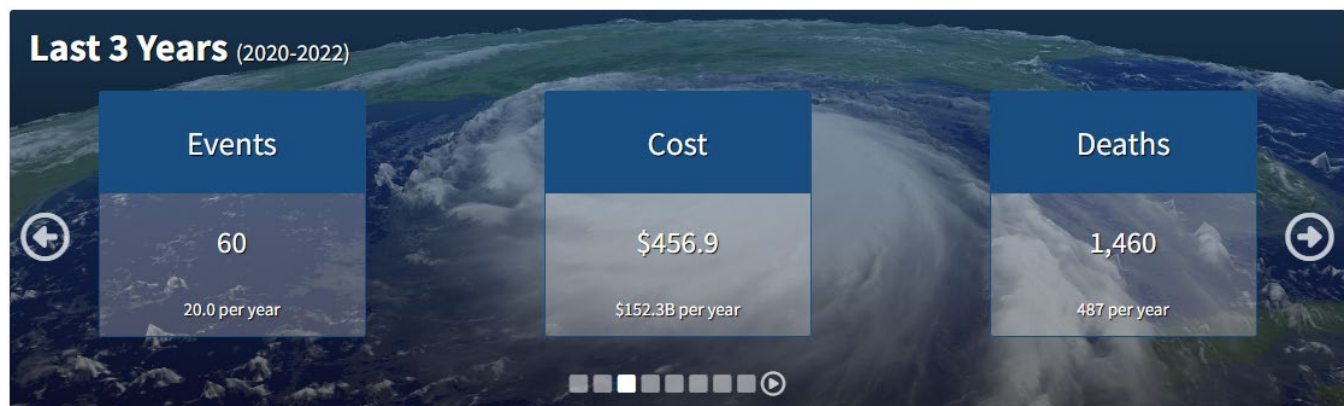
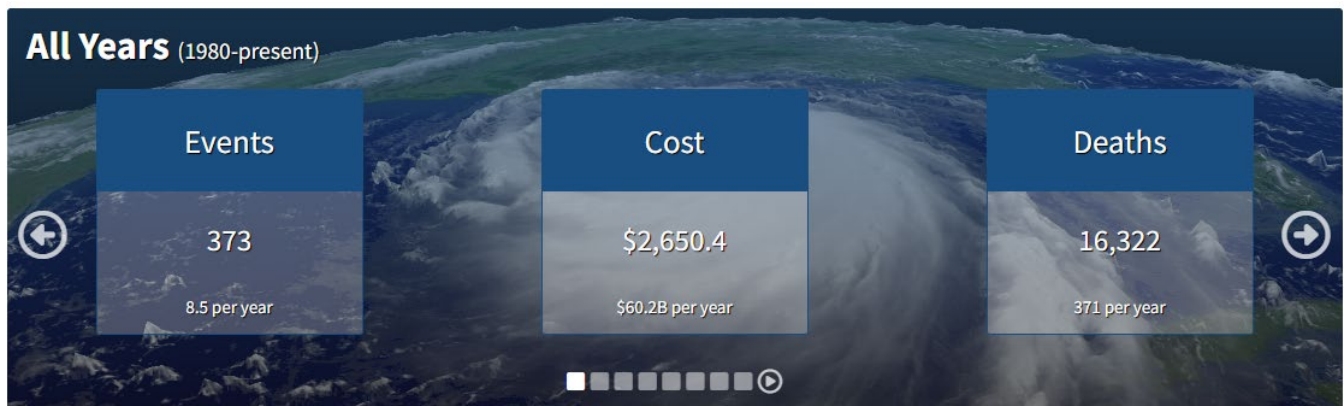
## HARDENING INSURANCE MARKET

Rising costs for coverage occurred across all industries due to natural disasters, police shootings and judicial decisions, and increased number of cyber-attacks. But even in a hard market, the MEL was able to restructure coverage to meet market demands while providing the most effective risk management solutions to our members.

- ▶ Affects all Insurance Companies and JIFs
- ▶ Both Personal and Commercial
- ▶ Reinsurance Costs Driving nearly 30% of our Budget

20% of Billion Dollar events of the last 43 years happened since 2020.

Eighteen \$1 billion property loss events in the U.S. in 2022

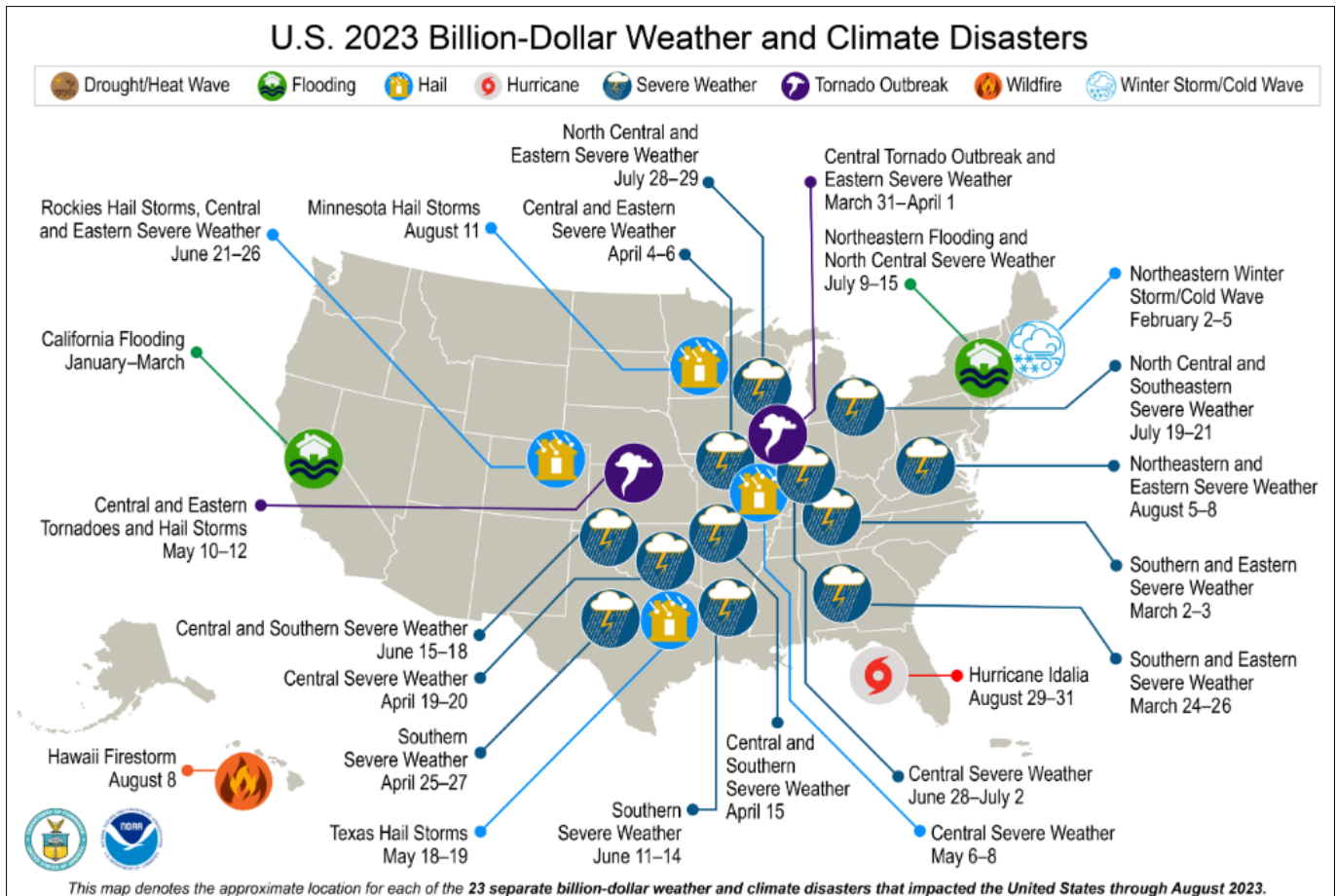


NOAA National Centers for Environmental Information (NCEI) U.S. Billion-Dollar Weather and Climate Disasters (2023).  
<https://www.ncei.noaa.gov/access/billions/>, DOI: 10.25921/stkw-7w73

# 2023 Challenges

## These losses result in:

- ▶ Lower Coverage Limits
- ▶ Tighter Coverage Definitions
- ▶ Increasing Rates



NOAA National Centers for Environmental Information (NCEI) U.S. Billion-Dollar Weather and Climate Disasters (2023).  
<https://www.ncei.noaa.gov/access/billions/>, DOI: 10.25921/stkw-7w73

# 2023 Challenges

## ▶ **Pension Offset**

Follows “Investigation” by the State Comptroller’s Office, where settlements for medical monitoring will no longer be granted. All pending Workers’ Compensation petitions for claims where the employee receives an Accidental Disability Pension will need to be settled by the Workers’ Compensation carrier. **As of 9/30/2023, ACM JIF Members had 18 of these claims with a total incurred value of over \$3.8 million.**

## ▶ **PTSD**

Claims related to post-traumatic stress disorder (PTSD) are increasing, particularly due to incidents involving police shootings, serious injuries, and traumatic events. These claims are becoming more expensive. **As of 9/30/2023, there are 38 claims with a total incurred value of \$2,290,116 for the fund year 2023.**

## ▶ **Reopeners**

Litigation Reopeners impact JIF claims. An injured employee can “reopen” a previously settled Workers’ Compensation matter within two years of final payment on the claim indicating a change in their medical condition that warrants the “reopening” of the claim resulting in additional litigation, medical, and other expenses. In the past, it was unusual to see a claim reopen more than once. Now, claims reopen four and five times resulting in escalating claims costs. **As of 9/30/2023, collectively, ACM JIF Members had 178 claims in “reopener” status. These claims have a total incurred value of over \$24.9 million.**

## ▶ **Sexual Abuse and Molestation (SAM) Legislation:**

This law eliminated statute of limitations for civil actions by sexual abuse victims and Title 59 immunities cannot be used to defend these claims. Your JIF utilizes vetted JIF defense attorneys and provides strong litigation management, and provides training like the *Protection & Safe Treatment of Minors* Program and the *Protecting Children for Employees and Volunteers* online Training. **As of 9/30/2023, ACM JIF Members had 20 of these claims with a total incurred value of over \$409,000.**

## ▶ **Firefighters Cancer Presumption**

This law applies to firefighters under the age of 75 with seven years of service suffering from fire-fighting related cancers. The law opens the door to claims by current and former career and volunteer firefighters, regardless of the magnitude or extent of their exposures, and regardless of whether the cancer at issue has ever been definitively proven to be related to any firefighter exposures. Your JIF provides local management of these claims and ACM JIF members had 9 of these claims. **These claims have a total incurred value of \$195,000.**

# 2023 Challenges

## ▶ **Recreational Marijuana**

Potential source of Police Liability claims due to varying levels of enforcement of the law. This legislation may also become a source of future Land Use claims. Your JIF Professionals are monitoring the possible impact on employee and Land Use matters.

## ▶ **Workers' Compensation Disabilities Rate**

New Jersey saw the highest jump in Workers' Compensation benefit rates since the early 1980s: a combined rate increase of 13.4% in the TTD rate since 2021. Increased from \$969/week to \$1,099/week.

## ▶ **Social Inflation**

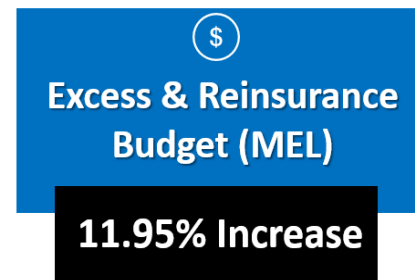
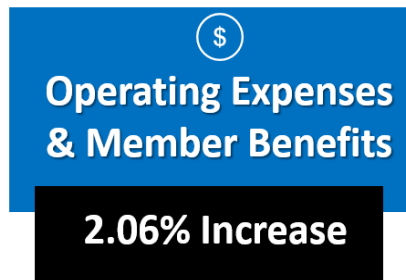
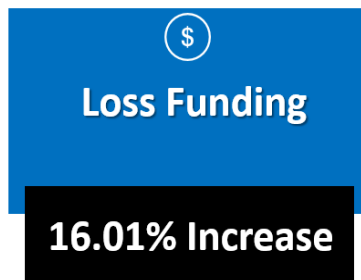
Rising costs of insurance claims resulting from increasing litigation, broader definitions of liability, more plaintiff-friendly court decisions, and larger compensatory jury awards. Social Inflation is a general feeling that someone "needs to pay" when there's some kind of damage or injury sustained, regardless of negligence.

## ▶ **COVID-19**

In the Spring of 2020, at the beginning of the pandemic, the New Jersey Legislature joined a handful of other states in making COVID 19, contracted by first responders and/or essential employees, compensable under the their Workers Compensation Act. In New Jersey, 82% of COVID claims are from essential personnel, specifically police agency personnel. While the organizational design of the JIF and MEL, coupled with a strong reinsurance program, assisted the MEL in managing these unforeseen costs, COVID has still had a significant impact on the JIF and MEL system. While we are thankfully seeing a decrease in the overall number of COVID claims, in total, the NJ MEL System experienced more than \$24.7 million in incurred costs and 8 fatalities since the beginning of the pandemic. **As of 6/30/23 the ACM JIF has received 1,259 COVID Claims with a total incurred value in excess of \$2,537,000.**

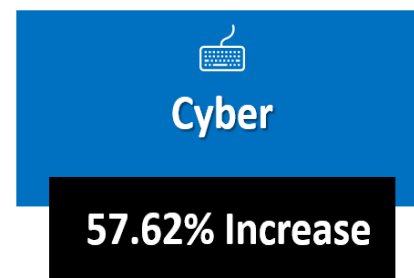
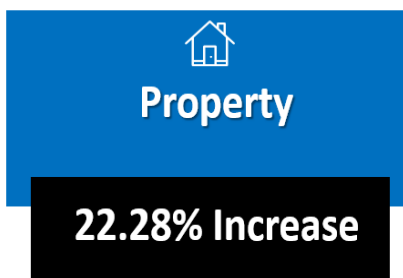
# 2023 Challenges

## IMPACT OF THESE FACTORS ON THE 2023 ACM JIF BUDGET:



**2023 JIF BUDGET INCREASE: 12.75%**

## IMPACT OF THESE FACTORS ON THE MEL BUDGET:



**2023 MEL Excess Premium Increases**

# Your Risk Management Team

## FUND COMMISSIONER:

The Fund Commissioner, a member of the governing body or a municipal employee, is responsible for the operation of the Fund in accordance with the Fund Bylaws and all applicable statutes and regulations. DUTIES:

- ▶ Liaison between municipality and Fund
- ▶ Attends all monthly meetings
- ▶ Serves on JIF boards and committees
- ▶ Monitors municipality's participation and protects interests

## CLAIMS COORDINATOR:

Each member municipality in the Fund appoints a Claims Coordinator. It is the responsibility of the Claims Coordinator to oversee the reporting of claims within the municipality. DUTIES:

- ▶ Maintains claims forms and records
- ▶ Ensures all claims are promptly reported and monitored
- ▶ Relays information between municipality and claims adjusters
- ▶ Can help control the cost and outcome of claims

## SAFETY COORDINATOR:

The Safety Coordinator is appointed by the municipality to oversee the member's safety efforts and act as a liaison between the municipality, the JIF Safety Director and other outside agencies. DUTIES:

- ▶ Chairs municipal Safety Committee & coordinates employee safety training
- ▶ Ensure the annual Safety Contract is signed and the Safety Committee develops meaningful safety improvement objectives
- ▶ Reviews and disseminates Safety Director Reports and Bulletins

## WELLNESS COORDINATOR:

The Wellness Coordinator acts as a liaison between the Wellness Director and municipality. DUTIES:

- ▶ Coordinates all Wellness activities in support of the program mission
- ▶ Posts and distributes Wellness materials provided by the Wellness Director

## RISK MANAGEMENT CONSULTANT (RMC):

The RMC is an Insurance Professional that provides guidance to member municipalities. DUTIES:

- ▶ Consults members to customize risk management programs for specific needs and goals
- ▶ Understands local issues and helps members maximize JIF programs
- ▶ Places optional coverage outside the JIF



# Financial Highlights

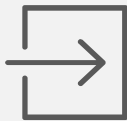
## 2023 FINANCIAL HIGHLIGHTS

- ▶ Overall JIF Budget increase of 12.93% while maintaining all Member Benefits
- ▶ Budget increase completely offset by surplus release
- ▶ Funded MEL above liability to cover potential MEL Retro Surplus Trigger Premium in future years
- ▶ Maintain SIR of \$500K for Workers' Compensation, Liability and Auto Claims
- ▶ Maintain Property SIR of \$100K
- ▶ Continued use of the Renewal/Revaluation Program benefiting 3 members
- ▶ No Members qualified for the Retrospective Program

## 2024 FINANCIAL VISION

- ▶ Overall JIF Budget increase of 9.7% prior to the removal of Corbin City, Egg Harbor Township and adding paid EMS services for Middle Township while maintaining all Member Benefits
- ▶ Loss Funding increase of 3.65% (\$574,631) inclusive of \$607,000 directly attributable to "pension offset"
- ▶ Excess Insurance Budget increase of 26.78% (\$2,007,254) addition of EJIF coverage
- ▶ Continued use of the Renewal/Revaluation Program benefiting 5 members
- ▶ Continued use of the Retrospective Assessment Program – no members qualified

### OPERATING RESULTS SUMMARY: ALL FUND YEARS (1987 TO 9/30/23)



#### RETURN OF SURPLUS

The JIF's surplus release strategy is to create long term stability. A conservative approach allows us to achieve that goal.

**\$53.7**  
MILLION



#### CASH POSITION

Our strong cash position can be attributed to member commitment to safety, risk management, and claims management.

**\$50.4**  
MILLION



#### NET CURRENT SURPLUS

JIF Members shared \$2 million in dividends released in 2023.

**\$14.9**  
MILLION



# Financial Picture: Audit & Budget

As of 12/31/22, the ACM JIF's total assets decreased by -10.2% and its net position decreased by -43.3% over the prior year end following the release of \$3,750,000 in surplus and the accrual for the potential liability due under the MEL Retrospective Program. It is important to note that the Fund's operating expenses represent less than 10% of the total JIF budget. This is in comparison to other U.S. pools with a typical operating ratio of 20-25% and commercial insurers with operating expenses approaching 40%. As of 12/31/2022, the JIF had a cash balance in excess of \$22.2 million with an additional \$24.7 million in investments. Total assets exceed \$47.4 million. These figures are indicative of the Fund's financial strength and its ability to pay member claims well into the future.

<u>Net Position Summary</u>	<u>12/31/2022</u>	<u>12/31/2021</u>	<u>% Change</u>
Total Assets	\$47,498,310	\$52,366,311	-10.2%
Net Position – Unrestricted	\$13,431,721	\$19,242,569	-43.3%*
*Change in Net Position includes the release of \$3.75 million in dividends.			

## THE BUDGET: FIVE COMPONENTS

**1. Loss Funds:** The amount needed to pay claims within the JIF's SIR and is based upon historical claims and exposure trends and certified by the JIF Actuary.

**2. Operations:** Expenses related to the operation of the JIF. Operating Expenses are kept at a reasonable level under the watchful eye of the Finance Committee.

**3. Member Benefits:** Consists of member program benefit costs including Optional Safety Budget, Safety Incentive Program, EPL/Cyber Risk Management, Elected Officials Training, Wellness Incentive Program, and the Technology Risk Management Program.

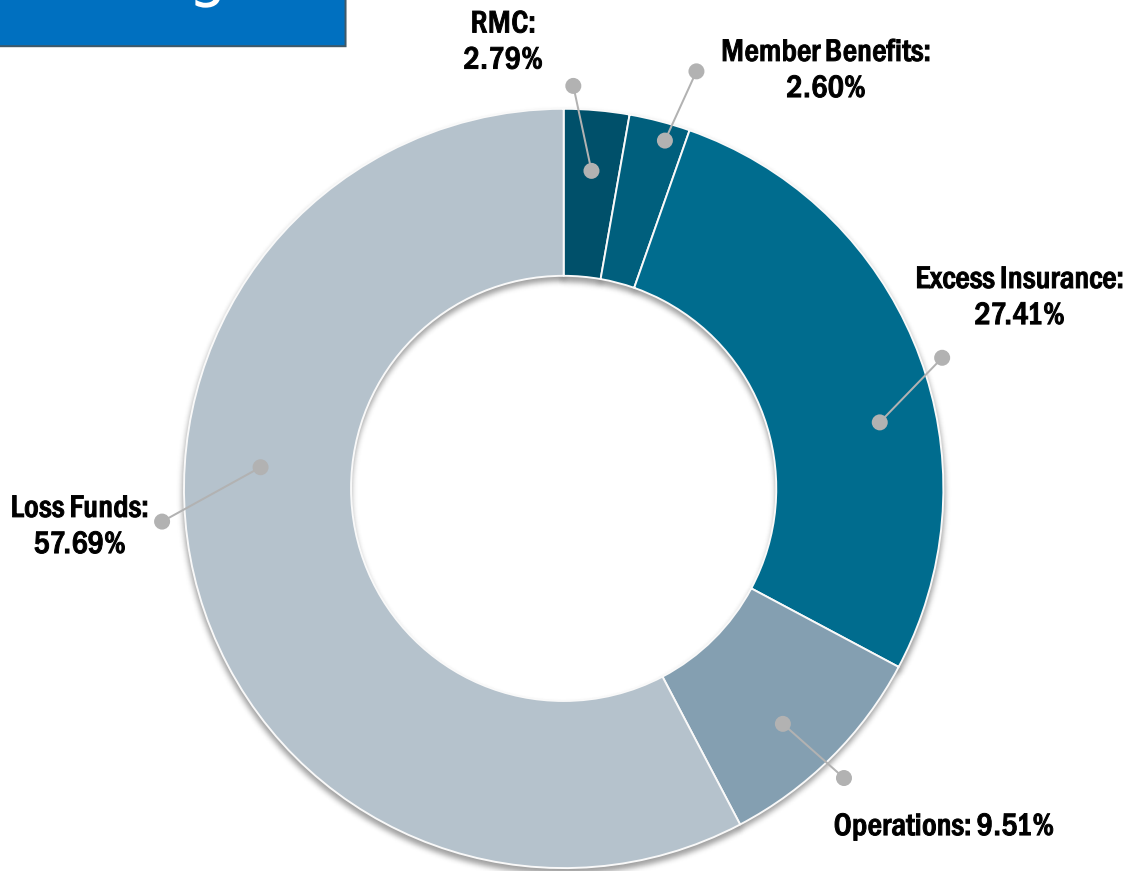
**4. Excess Insurance Costs:** Premiums paid for reinsurance or direct insurance purchases and protects the JIF from catastrophic claims. Provides coverage through the membership in the Municipal Excess Liability Joint Insurance Fund (MEL) which uses the joint purchasing power of its NJ JIFs to negotiate the lowest possible rates.

**5. RMC Fees:** Consists of Risk Management Consultant fees.

# 2023 Budget Highlights

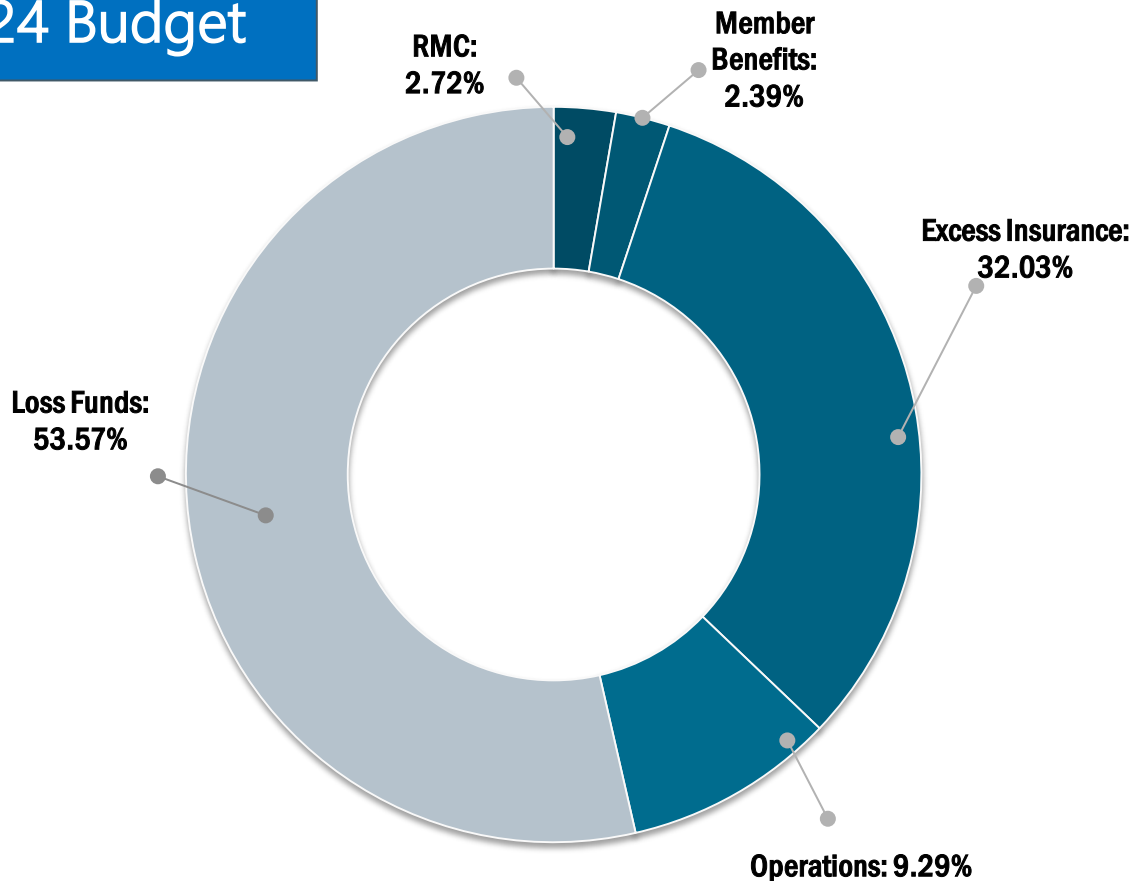
- ▶ The pie chart below demonstrates the efficiency of the JIF program
- ▶ A percentage of the JIF's budget pays for member claims within the JIF Self Insured Retention (SIR) of \$500,000 for Workers' Compensation and Liability and \$100,000 for property
- ▶ Once a claim exceeds the local JIF level, the financial responsibility falls to the Municipal Excess Liability Joint Insurance Fund (MEL)
- ▶ The chart below illustrates the allocation of member dollars to JIF expenses
- ▶ The JIF never relinquishes control over the claim; however, claims experts at the MEL level monitor the more challenging claims and provide guidance on their disposition

## 2023 Budget



# 2024 Budget & Strategy

## 2024 Budget



## 2024 VISION

Part of the ACM JIF's financial strength stems from member involvement. Member Benefits represent 2.39% of the overall Budget and provides funding for members' local safety, risk management and Law Enforcement risk management which helps control their claims. Each of these programs will remain in 2024. In addition, the JIF continues to face many challenges outside of its control, including recent legislative and regulatory changes, which are placing a greater financial burden on the JIF. This includes an additional \$547,000 in loss funding to pay for the "Pension Offset" Directive. In addition, effective January 1, 2024, the ACM JIF will be joining the Environmental Risk Management Joint Insurance Fund (E-JIF). Membership in the E-JIF will provide members with access to valuable environmental resources and programs as well as environmental impairment liability coverage. Overall, we will continue to assist our members in managing the risk associated with their operations through effective safety & risk management programs while managing claims when they occur.

**While the 2024 JIF budget is increasing \$423,000, we are releasing \$2.0 million in surplus to members to mitigate the impact.**

# Financials: Dividends and Recoveries

## DIVIDENDS

The JIF is a not for profit public entity. Therefore, unspent funds are returned to the members with interest! **\$2,000,000 was returned in 2023. In total \$53.79 million\* has been returned to current and former ACM JIF members since inception.** Below is the historical dividend distribution grand total for all years. Dividends are returned in direct proportion to a member's contribution.

MEMBER	TOTAL	MEMBER	TOTAL
Absecon City	\$435,302	Millville City	\$2,017,849
Avalon Borough	\$1,374,125	Mullica Township	\$369,878
Brigantine City	\$ 2,150,477	Newfield Borough	\$305,871
Buena Borough	\$477,595	North Wildwood City	\$2,050,754
Cape May City	\$ 881,700	Northfield City	\$1,370,414
Cape May Point Borough	\$45,805	Ocean City	\$6,493,167
Commercial Township	\$132,846	Pleasantville City	\$3,648,963
Corbin City	\$17,205	Sea Isle City	\$2,030,002
Deerfield Township	\$180,825	Somers Point City	\$1,538,236
Dennis Township	\$711,441	Stone Harbor Borough	\$620,304
Downe Township	\$31,391	Upper Deerfield Township	\$522,784
Egg Harbor Township	\$3,633,670	Upper Township	\$416,687
Estell Manor City	\$96,615	Ventnor City	\$2,760,294
Folsom Borough	\$202,942	Waterford Township	\$1,455,568
Galloway Township	\$1,470,200	West Cape May Borough	\$120,426
Hamilton Township	\$2,247,331	West Wildwood Borough	\$121,331
Linwood City	\$475,166	Weymouth Township	\$132,387
Longport Borough	\$745,319	Wildwood City	\$1,795,349
Lower Township	\$2,350,156	Wildwood Crest Borough	\$1,487,327
Margate City	\$897,540	Woodbine Borough	\$152,232
Middle Township	\$1,862,984	*Includes additional dividends issued directly to members by the MEL.	

# Subrogation

- ▶ Refers to an insurer seeking reimbursement from the person or entity legally responsible for a claim after the insurer has paid out money on behalf of its insured
- ▶ Includes any money paid out for property damage, medical costs, deductible amounts, diminished value, pain and suffering, loss of consortium, etc.
- ▶ When pursuing, it is important to properly identify possible contractors, manufacturers, installers, suppliers, designers, subcontractors, etc. who might be held liable for claims against the JIF
- ▶ The JIF recommends that each municipality retain purchasing records, invoices, manufacturer's recommendations, specifications, instructions, damaged equipment, change orders, etc. for prompt identification and notification of responsible parties
- ▶ Municipalities must also retain all contracts, Certificates of Insurance & Hold Harmless Agreements, so that the responsible party can also be placed directly on notice of the lien rights

## EXAMPLE

A police vehicle is struck by another party and a police officer is injured. We seek reimbursement from the responsible party to recover monies paid for our vehicle damages and for the officer's injuries.

## RECOVERIES

**Money Collected in 2023:**  
(Through 10/31/23)

**\$706,467**

**Total Recoveries Since  
ACM JIF Inception:**

**\$12,023,243**



**Results in Additional Savings for the JIF Members!**



# Claims Roadmaps

In an effort to streamline the claims reporting process, we designed **Claims Roadmaps** for each line of coverage. By following these clear directions, you can easily navigate through the necessary steps and access important contact information and links to essential forms, all conveniently located in one document. Located on the JIF Website under the **Claims** menu.

## LIABILITY CLAIMS ROADMAP

**When someone is Claiming Damage or Injury Resulting from the Action/Inaction of the Municipality.**

**Step 1** Notice of Claim received by the municipality. Complete [Liability ACORD Form](#) found @ [www.acmjif.org](http://www.acmjif.org)

**Step 2** Forward Notice of Claim and [Liability ACORD Form](#) by email to Liability Unit Supervisor and Fund Solicitor with a copy to the Claims Coordinator.

**Step 3** Qual-Lynx's assigned adjuster forwards the Tort Claims Act Questionnaire (TCQ) to claimant/attorney with a copy to Claims Coordinator/Fund Solicitor.

**Step 4** Completed TCQ received from claimant/attorney by Qual-Lynx w/copy provided to Claims Coordinator/Fund Solicitor.

**Step 5** If Municipal Clerk is served with Summons & Complaint forward it to the Claims Coordinator. Claims Coordinator shall send it to Liability Unit Supervisor and Fund Solicitor.

**Step 6** Fund Solicitor will copy Claims Coordinator on defense counsel assignment letter. Defense counsel and Qual-Lynx adjuster will be listed as contacts.

**The entire Claims team will walk you through every step of the claims process and take actions on your behalf if necessary.**

**Atlantic County Municipal Joint Insurance Fund**  
Established in 1987  
South Jersey Communities Securing Their Future

**Qual-Lynx Liability Claims**

**Qual-Lynx Main Number:**  
609-653-8400

**Liability Unit Manager:** Dominic Spaventa  
[dominic.spaventa@qual-lynx.com](mailto:dominic.spaventa@qual-lynx.com)  
Phone: 609.833.9362

**Fund Solicitor:**  
David DeWeese  
[david@deweeseandlawfirm.com](mailto:david@deweeseandlawfirm.com)

Updated 5/2023

## PROPERTY CLAIMS ROADMAP

**When there is damage to a vehicle, building or equipment owned by the Municipality, this is a 1<sup>st</sup> Party Property Claim.**

**Step 1** Complete [Property Acord Form](#) found @ [www.acmjif.org](http://www.acmjif.org) and email to the Property Unit Supervisor. Please include at least the following 4 pieces of information.

Date of Loss	Description	Location	Contact

**Step 2** Mitigate damages by cleaning up water or boarding up windows. Delays can cost money and in some cases coverage. Protect involved equipment, it may be evidence.

**Step 3** Remove vehicles from establishments charging storage fees. Take pictures **BEFORE** anything is discarded.

**Step 4** Save Receipts – Save Evidence – Save Agreements. This can help with proving the claim and with Subrogation.

**Step 5** Qual-Lynx will handle the claim to conclusion and following for any Subrogation/Salvage Potential.

**Atlantic County Municipal Joint Insurance Fund**  
Established in 1987  
South Jersey Communities Securing Their Future

**Contact Information**

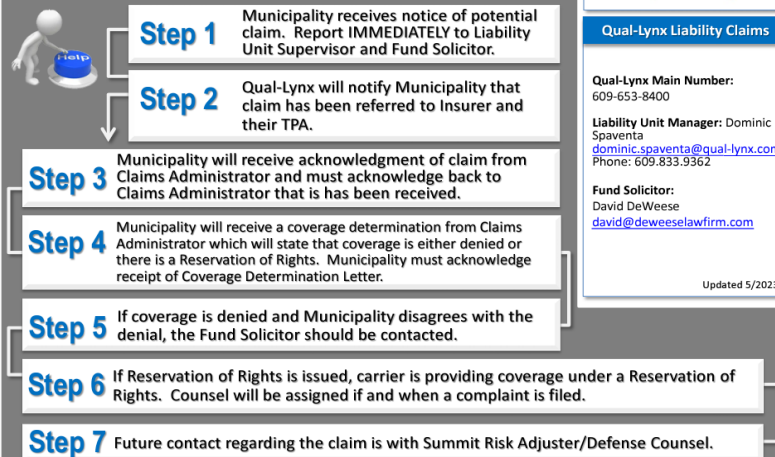
**Property Unit Supervisor:**  
Joe Liscandri  
[jliscandri@qual-lynx.com](mailto:jliscandri@qual-lynx.com)  
609.601.3191

**Fund Solicitor:**  
David DeWeese  
[david@deweeseandlawfirm.com](mailto:david@deweeseandlawfirm.com)  
609.522.5599

Updated 3/2020

## EPL/POL CLAIMS ROADMAP

### Employment Practices Liability and Public Officials Liability Claims and Potential Claims



#### Qual-Lynx Liability Claims

**Qual-Lynx Main Number:**  
609-653-8400

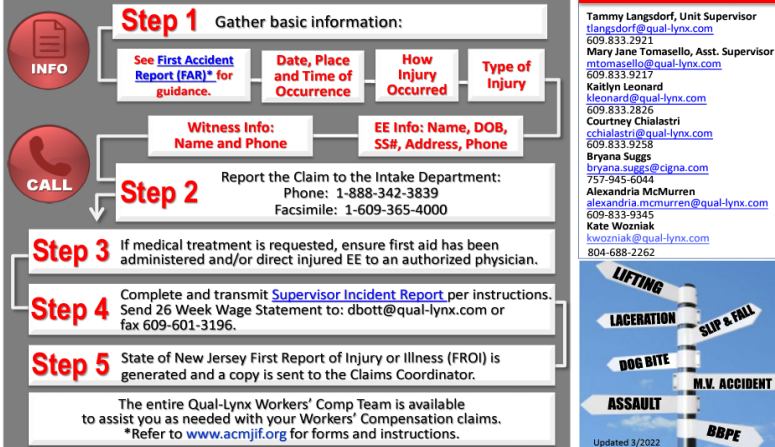
**Liability Unit Manager:** Dominic Spaventa  
[dominic.spaventa@qual-lynx.com](mailto:dominic.spaventa@qual-lynx.com)  
Phone: 609.833.9362

**Fund Solicitor:**  
David DeWeese  
[david@deweeseandlawfirm.com](mailto:david@deweeseandlawfirm.com)

Updated 5/2023

## WORKERS' COMPENSATION CLAIMS ROADMAP

When an employee or qualified volunteer reports an injury arising out of and in the course of their employment.



#### Qual-Lynx Workers' Comp Team

Tammy Langsdorf, Unit Supervisor  
[tlangsdorf@qual-lynx.com](mailto:tlangsdorf@qual-lynx.com)  
609.833.2921

Mary Jane Tomasello, Asst. Supervisor  
[mtomasello@qual-lynx.com](mailto:mtomasello@qual-lynx.com)  
609.833.9217

Kaitlyn Leonard  
[kleonard@qual-lynx.com](mailto:kleonard@qual-lynx.com)  
609.833.2826

Courtney Chialastri  
[cchialastri@qual-lynx.com](mailto:cchialastri@qual-lynx.com)  
609.833.9258

Bryana Suggs  
[bryana.suggs@cigna.com](mailto:bryana.suggs@cigna.com)  
757-945-6044

Alexandria McMurren  
[alexandria.mcmurren@qual-lynx.com](mailto:alexandria.mcmurren@qual-lynx.com)  
609.833.9345

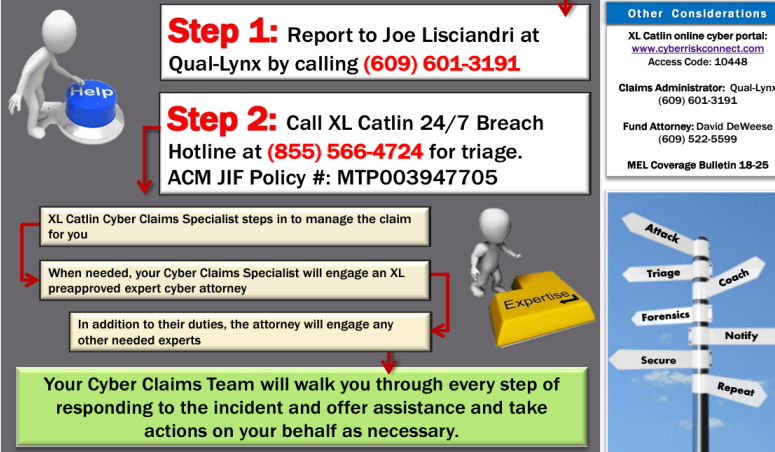
Kate Wozniak  
[kwozniak@qual-lynx.com](mailto:kwozniak@qual-lynx.com)  
804-688-2262



Updated 3/2022

## CYBER INCIDENT ROADMAP

You expect or know of a cyber incident.  
The clock is ticking to avoid further damage to you and your stakeholders.



#### Other Considerations

XL Catlin online cyber portal:  
[www.cyberriskconnect.com](http://www.cyberriskconnect.com)  
Access Code: 10448

Claims Administrator: Qual-Lynx  
(609) 601-3191

Fund Attorney: David DeWeese  
(609) 522-5599

MEL Coverage Bulletin 18-25



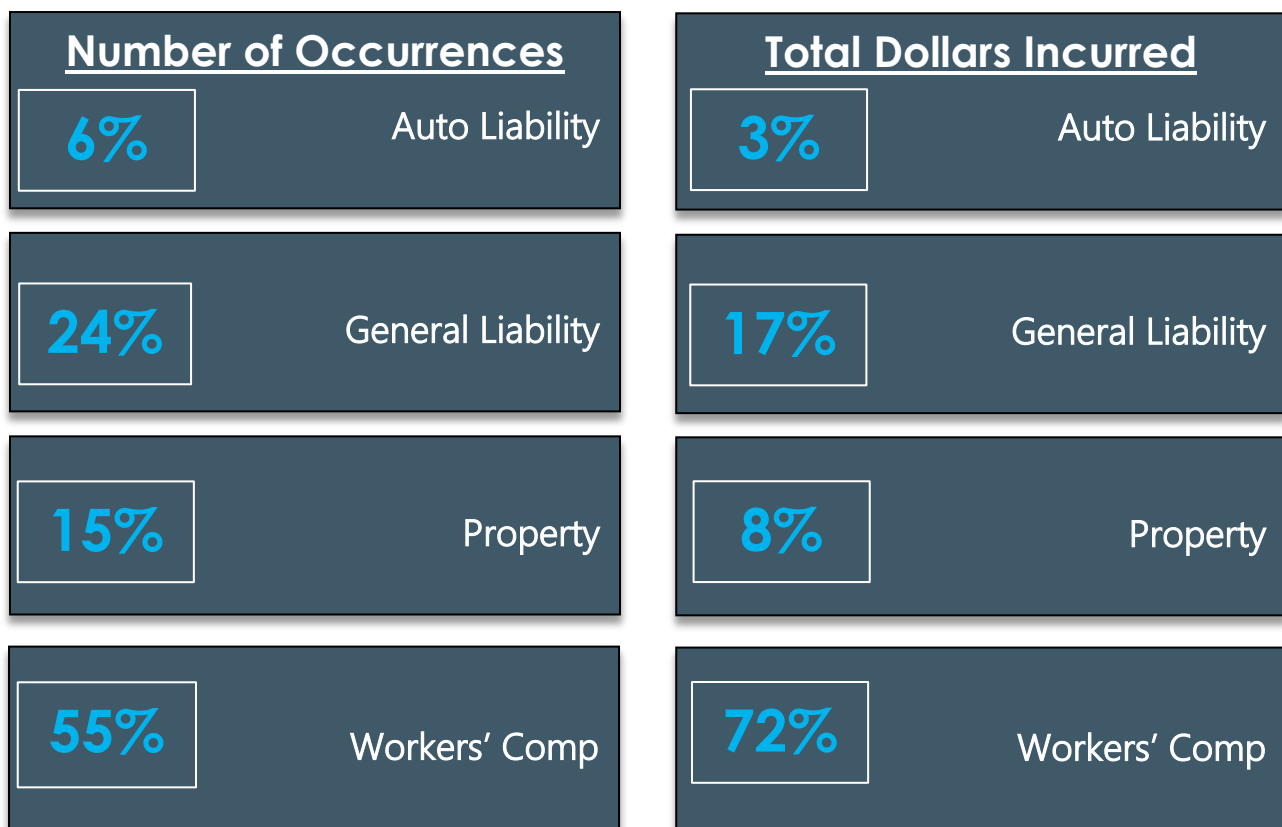
# Claims Data

As illustrated below, 55% of the JIF's claims are Workers' Compensation, but they account for 72% of the JIF's claims dollars. Upon joining the JIF, every member is required to appoint a Claims Coordinator who serves as a point of contact between the member and the JIF Claims Administrator. Special training, including the Claims Roadmaps are provided to the Claims Coordinator so that they are prepared to handle any claims situation that arises within their municipality.

The JIF Workers' Compensation Claims Adjusters are assigned a maximum of 150 indemnity files at any given time, allowing them to focus on working their files to achieve the best possible results.

The JIF also employs the services of the very best defense attorneys in South Jersey to defend the JIF's claims. Their knowledge of Workers' Compensation statutes and claims against public entities produces excellent results for the JIF and its members. Comprehensive Litigation Management Guidelines assure the JIF members that their claims are being defended in the most aggressive and cost-effective means possible.

## CLAIMS BY LINE OF COVERAGE - FUND YEARS 2017-2022 (VALUED AS OF 9/30/23)





# Managed Care

Medical and wage inflation significantly impact the JIF's Workers' Compensation costs, and the JIF must seek every possible way to control costs in this area. The JIF contracts with a managed care provider to assist in this endeavor. The JIF encourages all claims be reported within 3 days. Early reporting allows the JIF to better control the course of the claim from the very start to assure that the best possible medical treatment is provided.

A nurse case manager constantly monitors the course of medical treatment to make sure that essential services are delivered in a timely and cost efficient basis. Medical care is delivered through a PPO/EPO network of doctors who specialize in occupational injuries and agree to the Fund's rate schedule. **Through October 2023, 91% of medical services were delivered through the PPO/EPO network facilities, resulting in significant savings.**

Valued as of 10/31/23:

## Claims Dollars Spent:

**72%**

Workers' compensation claims account for 72% of claims dollars expended over the past six years

## ACM Average Days to Report\*:

**7.0 Days**

The cost of a claim grows higher and higher for each day that it is not reported  
*\*(Not COVID-19)*

## In Network Providers Savings:

**67%**

Most medical services are delivered through network facilities, resulting in significant savings

## TRANSITIONAL DUTY

On a final note, the JIF's members have wholeheartedly embraced transitional duty, allowing injured employees to return to work in a productive role while completing their final course of treatment. Dollars saved in disability payments, indemnity costs, and overtime costs can be measured in the hundreds of thousands of dollars.

**Through October 2023, ACM members used 73% of the Transitional Duty days available and saved \$537,656 by accommodating their employees.**

**AMONG THE HIGHEST IN THE STATE!**

# Spotlight on Safety

One of the most valuable benefits of membership in the Joint Insurance Fund is access to the many safety programs we offer. As a condition of membership, municipalities adopt a Safety Policy, establish active Safety Committees, investigate accidents, commit to conducting self-inspections, and participate in specialized training programs and seminars designed to reduce risk to employees and members of the public. The JIF Safety Incentive Program ties all of these elements together by recognizing and rewarding members for engagement in these activities.

## Safety Policy

Adoption of a Safety Policy by the Governing Body shows a commitment from municipal leadership to the principles of safety and risk management.

## Safety Committees

Safety Committees meet on a regular basis to review accidents, address safety issues, assign responsibility for completion of tasks, and evaluate all aspects of the safety program.

## Accident Investigations

Your supervisors conduct accident investigations to determine the root cause of an incident. This review is a valuable tool in determining whether additional training or safety equipment is needed.

## Self-Inspections

The JIF trains employees to look for hazards throughout the municipality. These inspections are documented and serve as valuable tools in addressing areas in need of improvement and defending negligence claims brought against the municipality.

## Training

The JIF offers dozens of training programs designed to address sources of accidents that have the potential to injure employees and members of the public. Classes and seminars are conducted in person, on-line, and through virtual platforms.

## JSO's

Job Safety Observation's provide insight as to how the jobs are performed regarding safety and adherence to procedure. Observations can also be used to describe a worker's position to a physician when trying to offer transitional duty or determine fitness for duty.

# Spotlight on Safety

The ACM JIF provides essential safety programs that deliver savings and stability to every member. A strong commitment to safety and risk management is key to the JIF's success.

On Site Safety Training	Regional Training Seminars
Leadership Academy	Right to Know (RTK) Services
Fire / EMS Resources	Shift Briefings (Tool-Box Talks)
PEOSH / OSHA Updates	Safety Director Bulletins
Safety Incentive Program (SIP)	Equipment and Facilities Safety Checklists
Member Consults	Law Enforcement Consults
Written Program Compliance/Model Policies	Driver Training Programs (S:ERVE)
Optional Safety Budget (OSB)	Job Safety Observations
Infographics	Job Hazard Assessments

## MEL SAFETY INSTITUTE (MSI)

**On Monday, May 1, 2023, the new MSI Learning Management System was launched.**

- ▶ **MSI LIVE:** MSI LIVE are live, instructor-led in-person classes and live, instructor-led webinars. Since they are live, interactive, and instructor-led, the MSI can offer continuing education credits for many municipal designations and certifications. **Through 11/1/2023, 879 MSI LIVE training events occurred this year.**
- ▶ **MSI NOW:** MSI NOW are recorded videos and new streaming online classes. **Through 11/1/2023, 2,658 MSI NOW training events occurred this year.**
- ▶ **MSI EXPO:** MSI EXPO is in-person training opportunities throughout New Jersey in a calendar year. Employees will be able to attend one 4-hour "track" of training in the various topics offered:
  - ▶ Excavation, Trenching, and Shoring (4 Hours)
  - ▶ Flagger and Work Zone Safety (4 Hours)
  - ▶ Fast Track to Safety (Haz/Com, Bloodborne Pathogens, Lockout/Tagout, Fire Safety)
  - ▶ Confined Space Entry (3 Hours)
  - ▶ Practical Leadership (3 Hours)
- ▶ **MSI VIDEO BRIEFINGS:** These short video briefings are designed to focus on one limited topic. These videos are a quick and effective way to add best practices to your regular safety briefings. Examples:

Asbestos Safety Overview	Fire Extinguisher Monthly Inspections
Playground Risk Management	Safety Committee Meetings
Safety Committee Best Practices	Customer Service
Exiting and Entering Trucks	Mark Out Safety

# Safety Director Initiatives

The Safety Directors Office at J.A. Montgomery Consulting conducts law enforcement risk management activities. In 2023, we visited 24 law enforcement agencies. During these consultations, we supplied guidance documents on police licensing, mental health services (988), Use of Force, social media, School Threat Assessment Teams, cyber security, and employee wellness.

The New Jersey Municipal Excess Liability Fund incentivizes police chiefs and command-level officers to attend risk management training on a biennial basis. In 2023, personnel from J.A. Montgomery conducted six training sessions to meet this requirement. The training included presentations on qualified immunity, the Law Against Discrimination, (CEPA) Conscientious Employee Protection Act, Gap Analysis, and continuous improvement.

Member municipalities of the RPA-managed joint insurance funds hosted two four-day first-line supervisors classes. The Career Survival Class for Police Officers, Preparing for First Amendment Audits, and Below 100 were also offered to the members, and they were well attended.

The Law Enforcement Team at J.A. Montgomery looks forward to serving the needs of our members in 2024.



**ACM JIF Safety Director Award Winner Andrew Mangam of Upper Township with Safety Director Keith Hummel at the 2023 ACM JIF Safety Breakfast**

# Wellness Initiatives

One of the most important components to a thriving workforce is supporting and retaining healthy employees. Those who make their health a priority tend to be better at handling tasks, maintain greater focus, reduce stress/anxiety, use less sick time, cause fewer workplace accidents, and are generally more productive and cooperative.

However, the presence of comorbidities within the workforce can negatively impact employee performance and contribute to an increase in Workers' Compensation costs. According to a study conducted by the National Council on Compensation Insurance, "The average cost of Workers' Compensation claims connected to a comorbid condition are almost twice as much as that of comparable claims that don't involve comorbidities."

Studies continue to confirm that workplace Wellness Programs encourage staff to prioritize their health and reduce their likelihood of developing comorbid conditions. Wellness Programs are also known to help increase employee productivity and engagement, encourage an increase in employee physical activity, and inspire healthy behavior changes. Implementing a wellness program that caters to the needs of the employer/employees creates a culture of health and wellness within the workplace that makes employees feel valued, encourages healthy choices, and in the long-term, contributes to a decrease in Workers' Compensation costs.



**Jordan Simone**  
**ACM JIF Wellness Director**

# Technology Risk Services

## CYBER JIF PROGRAM AND NEW STANDARDS

The NJ Cyber JIF has released revised guidelines for the cyber security framework and restructured the deductibles. A copy of the revised cyber security framework is found under the **Cyber** menu on the JIF website. In addition, NJ Cyber JIF launched their 'Members Only' section of the site to prevent our communications from becoming a "road map" to bad actors. All documents concerning our risk control program, cyber framework, template policies and claim reporting is password protected.

The Cyber JIF has moved the goal posts closer to YOU. The current Minimum Security Standards have been broken down into Basic and Intermediate "buckets". All of the requirements are the same but have now been split into two "buckets" for your convenience. All the requirements and benefits for the Advanced "bucket" remain the same.

If you have already filed paperwork for the current Minimum Security Standard and it has been accepted by the Fund Underwriter, then you automatically qualify for the Intermediate "bucket". You do not need to resubmit the paperwork to the Fund Underwriter for approval. You do have to be in compliance with the approved standards at the time of a cyber incident to be eligible for deductible reimbursement.

### The revised deductibles are as follows:

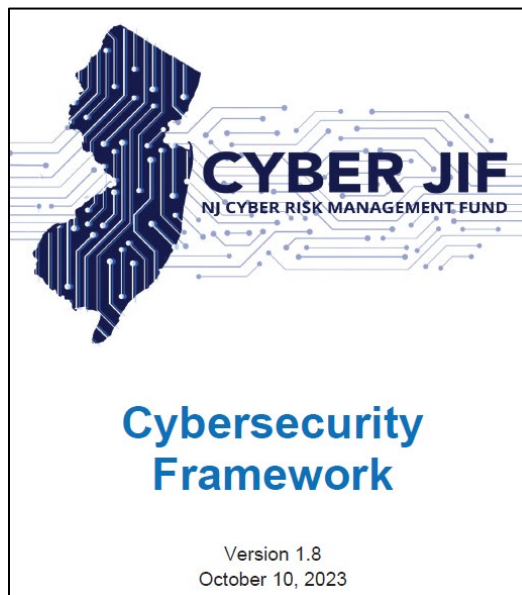
**Not In Compliance:** \$50,000 deductible plus 20% of next \$300,000 in Co-Insurance (\$60,000) =  
\$110,000 Total Cost

**Basic :** \$35,000

**Intermediate :** \$20,000

**Advanced :** \$0

The Cyber JIF's Program aims to reduce the potential risk of a cyber-incident and improve the overall security posture of members. You can use your allotted Cyber EPL budget amount to offset the cost of implementing any of the requirements to become compliant with the program.





# Technology Risk Services

## CONTROLLING TECHNOLOGY RISKS

To combat the rise in cybersecurity threats, the JIF continued services with vendors to deliver training to our members:

- ▶ **Wintsec Consulting:** Jerry Caruso of Wintsec Consulting LLC is your JIF's dedicated Technology Risk Management Director. Cyber is very unique peril, and Jerry will assist JIF Members and/or their IT vendors in understanding and complying with NJ Cyber JIF security standards.
- ▶ **Wizer** specializes in cybersecurity and data privacy employee awareness programs. Throughout the year, members assigned the "Cyber Security Awareness Training" course studied password best practices, tips to avoid malware, social media usage and much more. In addition, they provide Phishing Assessments to municipal employees which improves the ability to recognize and avoid phishing attacks, thereby reducing the risk of falling victim to cybercriminals.
- ▶ **D2 Cybersecurity** provided Members with other technical services including External Network Vulnerability Scanning and Penetration Testing. Our member municipalities receive monthly vulnerability scan reports from D2 which should be reviewed with their IT vendor to ensure any critical or high severity vulnerabilities are addressed.

JIF Frequently Asked Questions	
Click on the questions below in the Table of Contents for the most recent answers. If you have a question that is not answered here please contact me at <a href="mailto:jerry@wintsecconsulting.com">jerry@wintsecconsulting.com</a> or 609-576-0348. Thank you Jerry	
<b>Table of Contents</b>	
Non-Framework	
Where can I find free stuff and information for my CyberCoverage?	
I have HikVision cameras that are not a part of my network and completely stand alone. Will they affect my CyberCoverage?	
Minimum Security	
I am completing the FrameWork Questionnaire and some of my answers will be NO. How will this affect my coverage?	
How does the CyberJIF determine my deductible eligibility?	
CIS 5 #2 – How do I secure accounts with elevated privileges?	
CIS 7 #1 – What is CVSS and how do I stay in compliance?	
CIS 7 #3 – What are examples of "Non-Standard applications"?	
CIS 7 #4 – What are examples of "vulnerability management tools"?	
CIS 9 #1 – There are certain state/county websites that still require access by Internet Explorer which is NOT a "fully supported browser." What is our move forward here?	
CIS 14 #1 – Not all of my users completed the Cyber Hygiene training prior to the close of the first half program. How does this affect my compliance?	
CIS 15 #2b – I see pointers to security questionnaire for vendors. Not seeing a "tool." Unless you mean the questionnaire is the tool.	
Advanced Security	
CIS 2 #2 – Can you provide an example of a software "automated inventory tool"?	
CIS 11 #1 – Can you provide an example of a "data loss prevention tool"?	
CIS 6 #1 – Clarification... Every user needs to have a license to an "enterprise password management solution"?	
CIS 6 #2 – Clarification... Every user needs to have a license within a PAM (Privilege Access Security) system or only those with admin level authority?	
CIS 6 #3 – List of vendors that are suggested/certified for an "email breach service".	
CIS 10 #1 – Doesn't the EDR systems cover "behavior-based anti-malware" or is there a different thought here? An example software would be appreciated.	
CIS 10 #8 – I am told all unused USB ports on my workstations must be disabled to meet this requirement. How can I disable USB for everything except keyboard and mouse?	
CIS 13 #2 – Seems like the point is to have 24x7 human response, is that correct?	
CIS 15 #2, 3 – Can you provide an example of a monitoring solution with continuous monitoring of a 3rd party service provider.	
CIS 15 #4 – Can you provide an example of a monitoring solution with continuous monitoring of a 3rd party service provider.	
CIS 18 #1 – What specific penetration test is required? Guessing internal since D2 does the external one, but would like clarification.	

Found on the JIF Website under Cyber Menu

The availability of Cyber Insurance is becoming very restrictive and insurers are cancelling coverage for entities that do not implement safeguards to protect themselves from cyber-attacks.

# Risk Management

## EPL/POL Programs

Employment Practices Liability (EPL) Helpline • Model EPL/POL Policies & Procedures  
Land Use Liability Training Booklet on JIF Website

## Law Enforcement Risk Management Tools

Online Training • Law Enforcement Bulletins • Law Enforcement Risk Management Consultant  
Police Chief Ad Hoc Committee • Police Accreditation Financial Incentives  
MSI Law Enforcement Resources on [NJ MEL Website](#)

## ORIGAMI

Origami is a private, customized exposure database management system for the JIF members to manage their exposure data to better control risks.

## ACMJIF.ORG Website

Download monthly agenda packets and meeting minutes, access contact information, review JIF policies and procedures for various programs, request certificates of insurance, and obtain vouchers or other important documentation. Visit the [ACMJIF.ORG Website here](#).

## Wellness Incentive Program

Designed to assist members in meeting their own Wellness objectives by providing financial reimbursement for wellness and health related items and programs geared toward reducing Workers' Compensation costs.

## Cyber

Cyber JIF • Cyber Hygiene Training • Phishing Exercises • System Vulnerability Scanning  
Penetration Testing • Model Policies & Procedures • Prompt Breach Recovery Services

## Additional Financial Tools

Optional Safety Budget (OSB) • Safety Incentive Program (SIP) • EPL / Cyber Risk  
Management Budget

## Other Risk Management Tools

Model Indemnification & Hold Harmless Language Agreement  
TULIP (Tenant User Liability Insurance Program) • Certificate of Insurance Guidelines  
Model Municipal Facility Use Agreement



# EPL/POL Programs

Sexual harassment, hostile work environment, and similar employment issues present a unique risk to public entities. Managers and supervisors must understand the critical role that they play in managing this area of risk. A strict “No Tolerance” policy must be established and understood by everyone in the organization. Fortunately policies and training that address these issues are abundantly available through your JIF:

## MANAGERS AND SUPERVISORS TRAINING

Every two years, the JIF offers Managerial and Supervisor Training focusing on the prevention of harassment and discrimination, implicit bias, addressing employee complaints, the role and obligations of a manager, and the enforcement of municipal policies and procedures. Multiple virtual sessions were held throughout 2023.

## POLICE COMMAND STAFF TRAINING

Police Departments are involved in a high percentage of employment-related litigation, and this training offered is one of the required elements for the incentive under the MEL’s Employment Practices Liability (EPL) Plan of Risk Management program. Failure to attend training can lead to costly litigation and may result in higher co-pays and deductibles for EPL. Multiple in person sessions were held throughout 2023.

## NON-SUPERVISORY EMPLOYEE AND VOLUNTEER TRAINING

Offered through the MEL Safety Institute (MSI), this effective anti-harassment program includes training on the right of each employee to a workplace free of harassment and each employee’s duty to respect the rights of all other employees.

## LAND USE TRAINING

In response to a growing number of Public Official Liability claims being brought against member municipalities due to the actions of their Land Use Board(s), the JIF developed a [Land Use Liability Training Booklet](#) that outlines some of the most common causes of Land Use litigation. Located under the EPL tab on the JIF website.

*“I am a new claims coordinator and the 2023 ACM JIF Planning Retreat was informative and helped me understand the process a little better. The scenarios were interesting and kept my attention.”*

Tara Rosenberg, Human Resource Specialist  
Borough of Wildwood Crest

# Updated EPL Policies

Members who have adopted the MEL's model employment practices risk control program are eligible for lower deductibles. These programs must be updated every two years to remain eligible. Required items include the following:

- ▶ Adopt and distribute updated Personnel Policies and Procedures Manual
- ▶ Complete the Managerial and Supervisory Training (Over 650 Personnel Trained in 2023\*)
- ▶ Complete Police Command Staff Training (Over 500 Police Command Staff Trained in 2023\*)
- ▶ Offer Anti-Harassment training to all other personnel
- ▶ Adopt the Model Civil Rights resolution
- ▶ Distribute Conscientious Employee Protection Act notice to all personnel
- ▶ Adopt and distribute the Employee Handbook
- ▶ Review NJ MEL Helpline for Employment Practices

Compliance with the program will result in lower deductibles, co-insurance and help prevent claims.

\*Includes ACM, BURLCO and TRICO JIFs

## Employment Practices Helpline



**Questions about employment issues?  
Call the New MEL  
Employment Practices Helpline**

The MEL Safety Institute is pleased to announce the establishment of a NEW MEL Employment Practices Helpline (EPL), a dedicated resource to guide members on employment related issues.

The MEL EPL Helpline is staffed by attorneys that specialize in New Jersey employment law and understand the MEL JIF system. The three law firms staffing the EPL Helpline are affiliated with local Joint Insurance Funds (JIFs).

**Who can use the EPL Helpline?** MEL member municipalities will select and approve two individuals to use the helpline.

**What hours is the EPL Helpline available?** The helpline will be staffed during normal business hours, 9 a.m. – 5 p.m. Voicemail can be left afterhours for a callback.

**What kinds of issues can be addressed?** Any employment related topics or policies and procedures related to issues such as:

- Hiring
- Discrimination
- Termination
- Promotion/Demotion
- Harassment
- And more...

**What are the MEL EPL Helpline numbers?** MEL members can choose to call any of the MEL EPL Helpline firms listed below.

MEL EPL HELPLINE:	MEL EPL HELPLINE:	MEL EPL HELPLINE:
732-583-7474	609-522-5599	973-334-1900
Joel Howlett	David S. DeRose	Fred Semma
Oliver Jacobson Allen Jacobs LLC	The DeRose Law Firm	Dorsey & Semma
905 East Main St., Suite 200	220 North Avenue	714 Main Street
Manasquan, NJ 07747	Wildwood, New Jersey 08261	Boston, NJ 07005

**What happens after the call?** The attorney will provide the member with transcript of the call that includes recommendations. If the issue is beyond the scope of the MEL EPL Helpline the attorney will provide direction to the member on where to get appropriate assistance. All calls are confidential.



Employment related liability claims continue to present themselves, triggering significant financial, reputational, and public relations concerns for our members. These claims include allegations of discrimination, sexual harassment, hostile workplace, and whistleblower retaliation. While your Joint Insurance Fund issues Model Employment Policies and Procedures, Employee Handbooks, and bi-annual seminars for managers and supervisors, issues arise that require immediate support.

The [\*Employment Practices Helpline\*](#) was created in March 2019 to specifically address this need. This dedicated resource guides members on employment related issues. Designated municipal officials can call 1 of 3 municipal attorneys with expertise in NJ Employment Law and receive guidance on issues ranging from the Family Medical Leave Act, the Americans with Disabilities Act, as well as Wage and Hour inquiries.

The purpose of the Helpline is to help members avoid pitfalls in addressing these issues that may result in costly litigation and reputational harm.

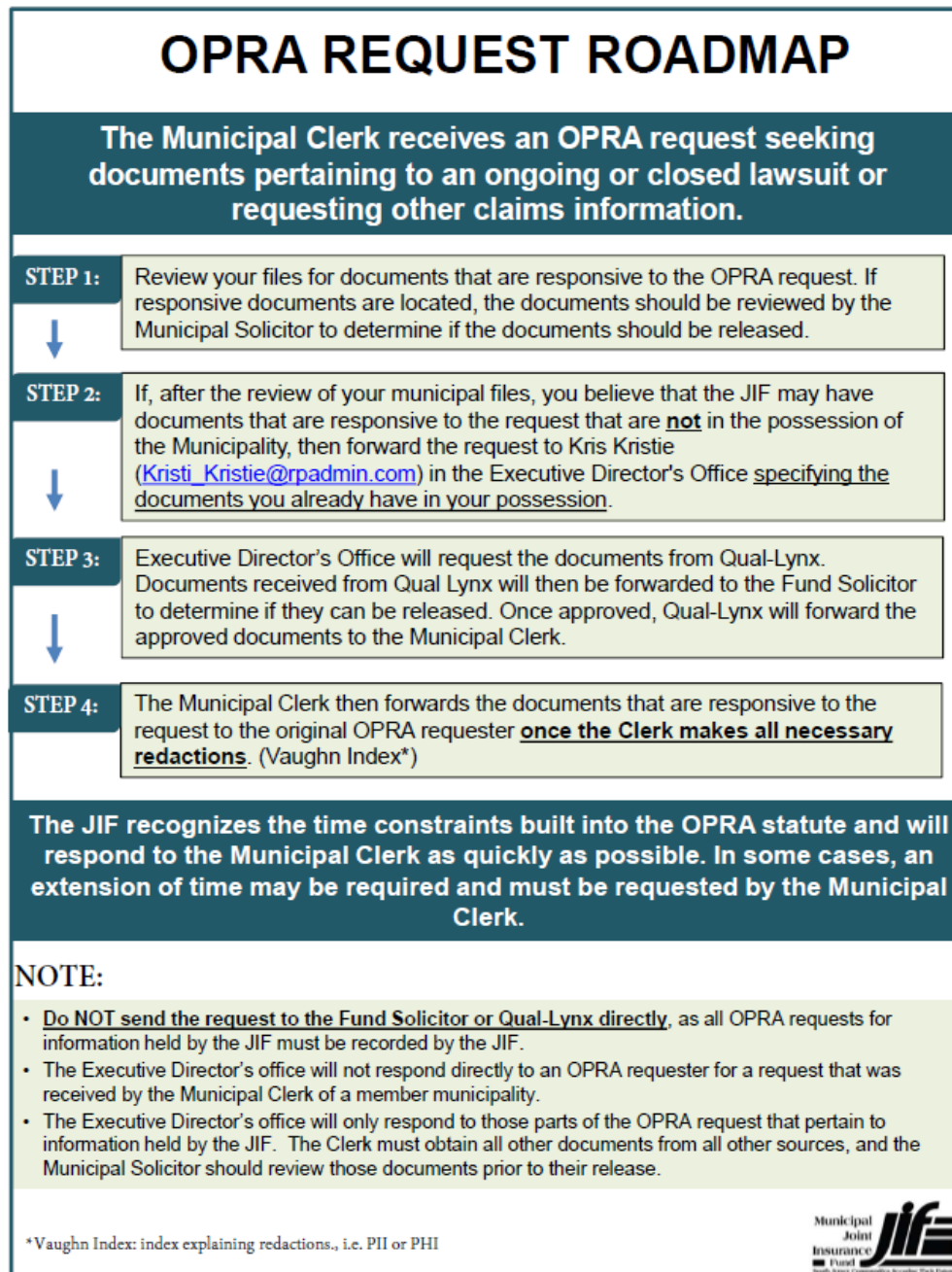
**Total Calls Since Launch of Helpline in March of 2019: 321**

**Total calls in 2023: 78**

**(Includes calls from all MEL affiliated JIFs)**

# OPRA Roadmap

The Open Public Records Act (OPRA) is a New Jersey law that governs public access to government records maintained by public agencies in New Jersey. To streamline the request process, we developed an OPRA Request Roadmap for all JIF members. The Roadmap clearly describes each step and who to contact – all in one easy to read document. Find it on the JIF website under “Operational Policies” on the **Operating Documents** page.



# Fund Committees



## CLAIMS REVIEW COMMITTEE

- ▶ Serves as the focal point for communication between the Claims Administrator and the Fund Commissioners
- ▶ Reviews all Payment Authorization Requests (PARs) and litigation strategies with the Fund's Attorney
- ▶ Advises the Executive Committee regarding claims administration and payments



## COVERAGE COMMITTEE

- ▶ Serves as a focal point for discussion on issues pertaining to coverage, underwriting, and reinsurance
- ▶ Advises on coverage requirements, industry issues, the efficiency and clarity of the JIF in addressing areas of insurance outside of its normal purview, retention and reinsurance issues, and underwriting guidelines



## EMPLOYMENT PRACTICE LIABILITY & CYBER COMMITTEE

- ▶ Advises the Executive Committee on the source, amount, and types of claims and their financial impact on members and on the JIF
- ▶ Reviews observational, statistical, and historical information and recommends policies to be adopted to reduce or mitigate the financial impact of claims on the membership



## FINANCE COMMITTEE

- ▶ Creates annual budget to fund claims and special programs
- ▶ Oversees the annual JIF audit
- ▶ Reviews financial position and recommends the return of surplus to members



## NEW MEMBER REVIEW COMMITTEE

- ▶ Reviews applications from municipalities who wish to become members of the JIF for compliance with membership criteria including safety programs and risk factors



## NOMINATING COMMITTEE

- ▶ Comprised of the Chairs of all standing Committees of the JIF, the two most recent past JIF Chairpersons still serving as Fund Commissioners, and two members at large chosen by the sitting JIF Chair
- ▶ Reviews and nominates candidates for positions on the Executive Committee



## SAFETY COMMITTEE

- ▶ Advises the Executive Committee on safety policies and performance
- ▶ Works with the Safety Director to identify services which may be provided by the JIF to member municipalities in order to reduce the risks of accidents



## STRATEGIC PLANNING COMMITTEE

- ▶ Serves as the focal point for communication between the Administrator, the Fund Commissioners, and other professionals regarding long range strategies which should be pursued to ensure the integrity, growth, and viability of the JIF



**JIF Programs Reduce  
Municipal Risk**



**Long Term Solutions  
Save YOU Money**



**Provide Financial  
Strength and Stability**

### **Mission Statement**

We are an organization of municipalities united to achieve savings and stability through comprehensive insurance, safety, and claims management programs dedicated to reducing public sector risk.





# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND (ACM JIF)



## SUPERIOR COVERAGE

## CUTTING EDGE PROGRAMS

## FINANCIAL STABILITY AND STRENGTH

- Over \$53 million in Dividends Released to JIF Members
- Coverage Designed for Municipal Government
- Comprehensive in Person and Online Training
- Member Driven Decisions
- Strong Claims Management
- Professional Litigation Management
- Effective Risk Management
- Tailored Safety and Wellness Initiatives
- EPL/POL Helpline
- Cyber Risk Management Services
- Law Enforcement Risk Management Services



Serving South Jersey  
Municipalities Since 1987

Visit our website at [www.acmjif.org](http://www.acmjif.org)



# DISCOVER THE POWER OF THE JIF.

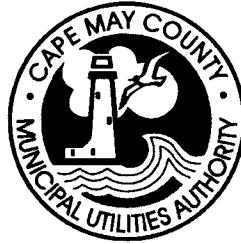


**Tens of millions of dividends returned to your community.  
That's the power of the Municipal Joint Insurance Fund.**



Joseph V. Rizzuto, Executive Director

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



## Cape May County Municipal Utilities Authority

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

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

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

December 29, 2023

RE: Adopted CMCMUA User Charge System – Rate Setting Report  
Wastewater Management Program, User Charges, Effective January 1, 2024

Dear Mayor/Participant:

Attached for your reference is a copy of Resolution No. 127-23 which was adopted by the Cape May County Municipal Utilities Authority establishing the rates for wastewater conveyance and treatment services during Fiscal Year 2024. The adoption of this Resolution also established various specific service charges for Fiscal Year 2024.

The rates, as adopted, are the same as outlined in the previously provided document entitled, "CMCMUA User Charge System, Rate Setting Report, Wastewater Management Program User Charges, Effective January 1, 2024". Please note that the adopted rates, which are included in the attached copy of said report, are identical to the information which was previously e-mailed in a "Proposed" format to each Participant of the CMCMUA's Wastewater Management Program on or about September 12, 2023. The CMCMUA adopted these User Charges at its Regular Public Meeting held on October 4, 2023, after consideration of any comments received at, or prior to, a Public Hearing which was held on October 4, 2023.

If you have any questions regarding the CMCMUA's adopted Wastewater User Charges for Fiscal Year 2024, or the billing methodology for these rates, please feel free to contact me at any time.

Very truly yours,

CAPE MAY COUNTY  
MUNICIPAL UTILITIES AUTHORITY

A handwritten signature in black ink, appearing to read "Joshua Palombo".

Joshua Palombo  
Wastewater Program Manager

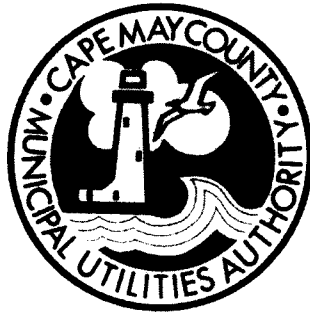
JP:amm

Attachments

cc: Clerk  
Business Administrator  
Chief Financial Officer



**CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY**



**CMCMUA USER CHARGE SYSTEM  
RATE SETTING REPORT**

**WASTEWATER MANAGEMENT PROGRAM  
USER CHARGES**

**EFFECTIVE JANUARY 1, 2024  
(PROPOSED)**

CMCMUA USER CHARGE SYSTEM  
RATE SETTING REPORT

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## **Section I. Introduction**

## I. Introduction

The primary purpose of this Rate Setting Report is to present information to Participants of the Cape May County Municipal Utilities Authority's (hereinafter referred to as Authority or CMCMUA) Wastewater Management Program and the general public regarding the user charges which are proposed to go into effect commencing on January 1, 2024, for Fiscal Year 2024 (i.e. calendar year 2024).

The charges for wastewater conveyance and treatment services in Ocean City will be billed to New Jersey American Water which provides local sewage collection service within the City of Ocean City. In turn, New Jersey American Water will pass these costs onto the individual users of the system, along with New Jersey American Water's own cost for the operation of the local sewage collection system.

The charges for wastewater conveyance and treatment services in the City of Cape May, Borough of West Cape May, Borough of Cape May Point, Borough of Stone Harbor, City of Sea Isle City, Borough of Avalon, Township of Middle (including areas in Cape May Court House, Mayville, Burleigh, Rio Grande, Avalon Manor, Stone Harbor Manor/Boulevard. and Harbor Bay Center), City of North Wildwood, City of Wildwood, Borough of Wildwood Crest, Borough of West Wildwood, and the Shawcrest Area of the Township of Lower, will be billed by the CMCMUA directly to each Participant municipality or local sewerage agency, as appropriate. In turn, each Participant will pass the cost for regional service on to the individual users of the system, along with the Participant's own costs for the operation of the local sewage collection system.

The County of Cape May will be billed for the sewage received from the County Complex at Crest Haven. Likewise, the New Jersey Turnpike Authority will be billed for the sewage received from the Garden State Parkway's Ocean View Service Area and Swainton Maintenance Yard and Avalon State Police Barracks.

The CMCMUA has historically not received any high-strength waste from its Participants, and the proposed Fiscal Year 2024 Budget does not anticipate receiving any additional revenue from such waste. However, in order to accommodate the receipt of any high strength wastes from any sources within any of the Service Regions, as in past

years, this Report also proposes rates for a surcharge on high strength wastes for Fiscal Year 2024.

Due to damages incurred by a fire in one of the two reactors at the County-Wide Sludge Composting Facility in November 2015, the County-Wide Sludge Composting Facility is not currently in operation. In 2021, the Authority did not renew the operating permit for the facility, deeming the Sludge Composting Facility permanently closed. As all sewage sludges generated by the Authority are transported off-site for ultimate disposal, the site that was formerly known as the County-Wide Sludge Composting Facility has been renamed The Sludge Transfer Facility.

In addition, rates are proposed for the receipt and treatment of septage and landfill leachate at the Seven Mile Beach/Middle Regional Wastewater Treatment Facility during Fiscal Year 2024.

Rates are herein proposed for the conveyance and disposal of the treated effluent from the Lower Township Municipal Utilities Authority's Wastewater Treatment Facility. This rate has been calculated in accordance with the Service Agreement between the Authority and Lower Township Municipal Utilities Authority (LTMUA).

## **Section II. Background**

## II. Background

Created by resolution of the Cape May County Board of County Commissioners in 1972, CMCMUA was formed specifically for the purposes of planning, designing and implementing wastewater and solid waste management programs for the improvement, preservation, and protection of the natural and socio-economic environments of Cape May County.

### A. Regional Service Areas

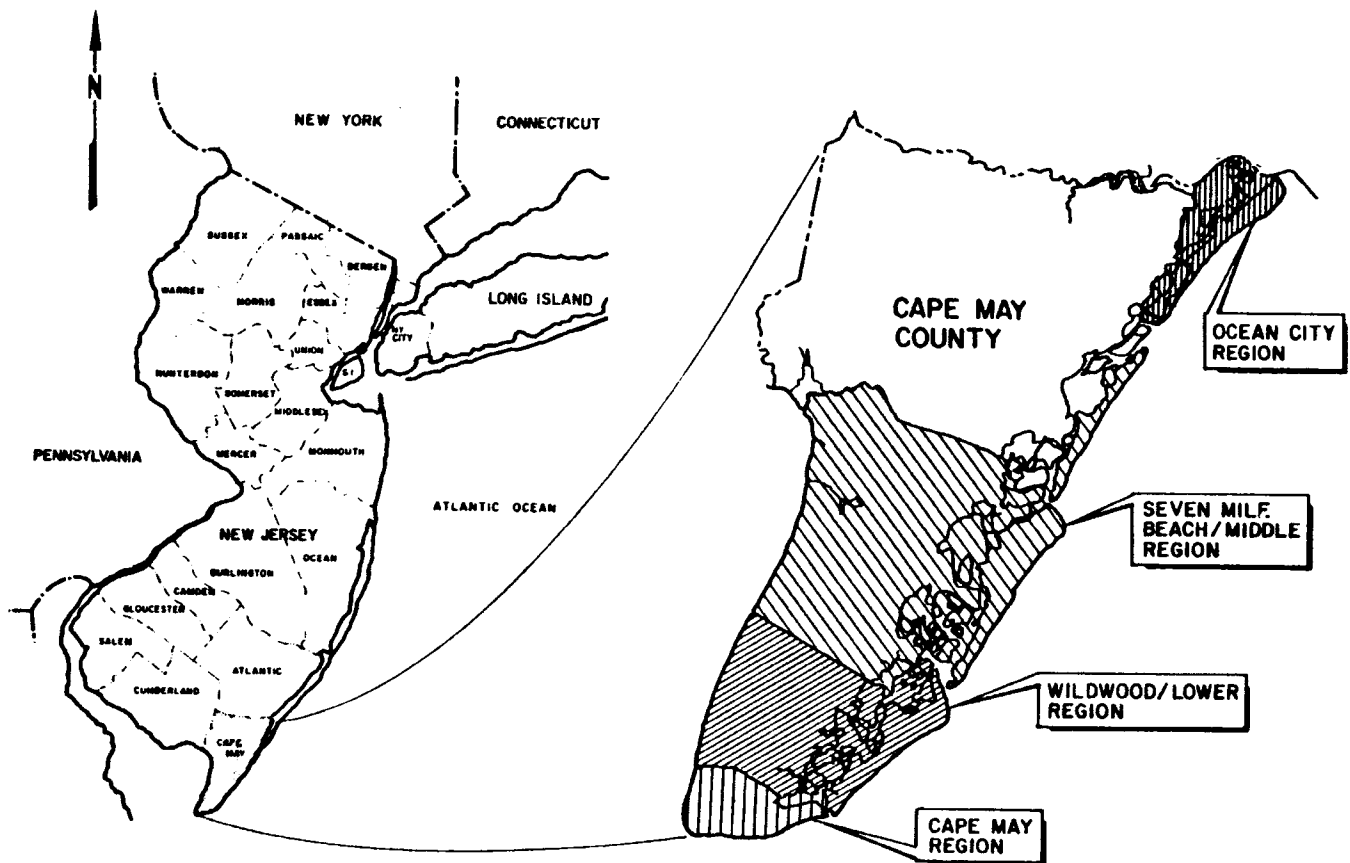
The CMCMUA, on November 16, 1977, officially adopted the "County-Wide Selected Plan", which established regional wastewater planning areas throughout Cape May County. This plan has been approved by the United States Environmental Protection Agency (USEPA) and New Jersey Department of Environmental Protection (NJDEP). The four (4) Regional Planning Areas delineated by this Selected Plan, for which facilities have been provided during the initial planning phase, are: the Ocean City, Cape May, Seven Mile Beach/Middle and Wildwood/Lower Service Regions. The general area of each region has been identified geographically, as shown in Figure 1, while Figure 2 lists the Participants within each Service Region currently serviced by the Regional Wastewater System. The Service Regions delineated in Figure 1 represent the study areas which were evaluated during the facilities planning process. Therefore, it should be recognized that large portions of the study areas, particularly on the mainland, are not slated to receive regional wastewater treatment services.

Wastewater collection, transmission, treatment and disposal facilities have been separately provided for in each of the four (4) Service Areas.

All Service Areas are currently operational. Management and administration of these regional facilities are centralized under the coordinated control of the CMCMUA. Within each Service Area, or Region, staffing is provided as necessary to operate and maintain the Wastewater Treatment Facilities. In addition, a Sludge Transfer Facility, located adjacent to the Seven Mile Beach/Middle Region Wastewater Treatment Facility, receives the sludge which is generated at the four (4) Regional Wastewater Treatment Plants. Descriptions of the CMCMUA's Wastewater and Sludge Treatment Facilities are briefly presented below:

**Figure 1**

**CMCMUA User Charge System  
Location of Participants by Region**





**Figure 2**  
**CMCMUA USER CHARGE SYSTEM**  
**LIST OF PARTICIPANTS BY REGION**

<b><u>Region</u></b>	<b><u>Participant</u></b>
Ocean City	- Ocean City (New Jersey-American Water Company)
Cape May	- West Cape May - Cape May Point - Cape May City (Includes the U.S. Coast Guard Base)
Seven Mile Beach/Middle	- Stone Harbor - Sea Isle City - Avalon - Cape May County (Crest Haven Complex) - Middle Township - (Cape May Court House) - Middle Township - (Avalon Manor) - Middle Township - (Stone Harbor Manor/Stone Harbor Boulevard.) - Middle Township - (Court House South) - Middle Township - (Harbor Bay Center) - New Jersey Turnpike Authority (Ocean View Service Area/Swainton Maintenance Yard and Avalon State Police Sub-Station)
Wildwood/Lower	- Wildwood - Wildwood Crest - West Wildwood - North Wildwood - Middle Township - (Rio Grande) - Lower Township Municipal Utilities Authority (Shawcrest)

1. Ocean City Region

An 8.24 million gallons per day (MGD) capacity Secondary Wastewater Treatment Facility for Ocean City has been in operation since February 1982. Transmission facilities consist of four (4) regional pumping stations and approximately 52,000 lineal feet of force mains. These Transmission Facilities terminate at the Regional Wastewater Treatment Facility located at the western end of 45th Street. Treated effluent is discharged through an outfall and diffuser system which extends approximately 6,000 lineal feet from the shoreline into the Atlantic Ocean, east of the treatment facility site.

2. Cape May Region

A 3.0 MGD capacity Secondary Wastewater Treatment Facility, located off Sunset Boulevard near Cape May Point, began operation in February 1984. Regional transmission facilities consist of three (3) pumping stations and approximately 20,000 lineal feet of force mains. The treated effluent is conveyed by force main to the Authority's Effluent Disposal Facility adjunct to the Lower Township Municipal Utilities Authority's Wastewater Treatment Facility, where it is combined with the effluent from the Lower Township Municipal Utilities Authority's Wastewater Treatment Facility and re-pumped to the effluent pumping station at the Wildwood/Lower Regional Wastewater Treatment Facility. The combined effluent from all three treatment plants is discharged into the Atlantic Ocean via the Wildwood/Lower Regional Ocean Outfall and diffuser system.

3. Seven Mile Beach/Middle Region

A 7.67 MGD capacity Secondary Wastewater Treatment Facility, located near the County Complex at Crest Haven in Middle Township, began operation in August 1987. Transmission facilities include ten (10) pumping stations and approximately 84,000 lineal feet of force main pipelines. Treated effluent is discharged into the Atlantic Ocean through an outfall and diffuser system consisting of 30,000 lineal feet of land-based pipeline and 5,200 lineal feet of marine outfall line.

In addition, facilities have been provided at the Seven Mile Beach/Middle Regional Wastewater Treatment Facility to receive and treat all of the septage waste, leachates and liquid sludges generated in Cape May County.

4. Wildwood/Lower Region

A 14.2 MGD capacity Secondary Wastewater Treatment Facility located on Route 47 east of Rio Grande, began operation in April 1988. Transmission facilities include seven (7) pumping stations and approximately 52,900 lineal feet of force mains. Effluent is discharged into the Atlantic Ocean through an ocean outfall and diffuser system.

The Wildwood/Lower's effluent disposal system also conveys the treated effluent from the Cape May Region and the Lower Township Municipal Utilities Authority Wastewater Treatment Facilities for discharge through the common ocean outfall and diffuser system into the Atlantic Ocean.

5. Sludge Transfer Facility

The Authority is evaluating its long-term sludge management options. Currently, the sewage sludges generated by the Authority are transported by the Authority to the Atlantic County Utilities Authority for processing at a rate of 50 dry tons per week during non-peak months and 84 dry tons per week during peak months. During peak months, the Authority currently relies upon a contract with an outside contractor to transport and dispose approximately 56 dry tons per week of excess sewage sludge generated by its facilities.

### **Section III. Factors Affecting User Charge System**

### III. Factors Affecting User Charge System

The terms of executed service agreements and bond covenants, as well as regulatory requirements and grant conditions, affect a user charge system. A discussion of each of these factors as they affect the CMCMUA user charge system is presented in the following subsections.

#### A. Service Agreement

A Service Agreement with the CMCMUA was entered into by Participant Cities, Boroughs, Townships, Sewerage Districts, and the New Jersey American Water (herein collectively referred to as "Participants") in order to identify applicable responsibilities and/or procedures regarding items such as:

1. The construction and operation of the Regional System
2. Connection to the Regional System
3. Charges and establishment of rates by the CMCMUA, and payments by Participants
4. Meters, records and local operations
5. Payment for abandoned Wastewater Treatment Facilities and their demolition

With respect to charges for wastewater treatment and disposal under Item 3, Section 401 of the Service Agreement states that the sum of annual charges to Participants "shall at all times be sufficient to pay or provide for the expenses of operation, repair and maintenance of the Regional System, including (without limitation of the foregoing) insurance, renewals and replacements, and the cost of all extensions and alterations of the Regional System not otherwise provided for, the principal of and interest on any and all bonds or other obligations of the Authority as the same become due, and to provide for any deficits of the Authority resulting from failure to receive sums payable to the Authority by any Participant or any other person, partnership, firm or corporation, or from any other cause, and to provide and maintain such reserves or sinking funds for any of the foregoing proposes as may be required by the terms of any contract or other obligation of the Authority."

In addition, Section 402 of the Service Agreement states that the annual charge "shall be computed and established by the Authority on the basis of the quantity, quality and

other characteristics of the sewage so delivered as shown by the records of the Authority, at the rate or rates prescribed by the Authority in accordance with this Article ...”

B. CMCMUA Bond Covenants

The CMCMUA user charge system's debt service for construction of facilities, beginning with the Ocean City Region, was set forth by the 1979 bond covenant, as contained in the "Official Statement Relating to \$17,000,000 CMCMUA County Agreement Sewer Revenue Bonds, Series 1979." These revenue bonds were structured to recover construction costs and the portion of the project development costs (i.e., regional planning, design and financing costs) attributable to these projects.

Similarly, additional financing for the Cape May Region, County-Wide Sludge Composting Facility, Seven Mile Beach/Middle Region, and Wildwood/Lower Region (with the exception of the Cape May Region/Lower Township Effluent Disposal System) was obtained through the issuance of additional Sewer Revenue Bonds.

In 2010, the Authority obtained low (2010 (A) Series) and (2010 (B) Series) interest loans from the New Jersey Environmental Infrastructure Trust (NJEIT) Loan Program. The proceeds from these loans financed the refurbishment of the Authority's force main in West Wildwood and other various projects.

Also, in 2010, the Authority obtained additional low interest and zero interest loans from the NJEIT (2010 (C) Series) for refurbishment of the force mains along Avalon Boulevard and other projects.

In 2012, the Authority obtained low (2012 (A-1) Series) and zero (2012 (A-2) Series) interest loans from the NJEIT Loan Program. The proceeds from these loans financed the purchase of replacement emergency generators, pumps, valving, control systems, property improvements, and heavy equipment.

In 2016, the Authority obtained a low (2016A) interest loan from the NJEIT Loan Program. The proceeds from this loan financed the construction of bypass pumping around the Authority's pumping stations for emergency pumping situations and for maintenance purposes.

### C. Regulatory Requirements

All requirements of the USEPA and the NJDEP imposed as a result of grant conditions associated with the receipt of Federal and State grant funds for the construction of the CMCMUA's Regional Wastewater Program have been considered in design of the CMCMUA user charge system, including the adoption of a system of charges which ensures that each user (or class of users) pays its proportionate share of the Regional Facilities' construction, operation, maintenance and replacement costs. Proportionality encompasses such user characteristics as volume, strength and rate of flow. The concept of proportionality also includes all debt and administrative costs incurred by the CMCMUA as a result of the Cape May County regional planning, design and construction process. Additional regulatory requirements have been met with regards to potential customers subject to high strength wastewater surcharges and specific service charges.

#### **Section IV. The Regional Rate Setting Concept**



#### IV. The Regional Rate Setting Concept

In accordance with the requirements of N.J.S.A. 40:14B-22 and the terms of the Service Agreement with its Participants, the CMCMUA user charges will be uniform with respect to wastewater conveyance, treatment and disposal services.

The CMCMUA user charge system provides a rate structure and a methodology through which the actual rates can be adjusted periodically to ensure continued coverage of all wastewater, conveyance, treatment and disposal costs by revenue generated throughout the four (4) Regional Systems as each system or system extension is placed into operation.

It should be noted that the user charge system developed in this Report only addresses direct CMCMUA charges to the Participants. These projected annual charges, therefore, do not include any administrative, billing, or collection costs which will be incurred and passed along by the local Participants, as they distribute the cost for the Authority's regional wastewater conveyance and treatment services along with their own charges for the operation and maintenance of their local collection systems, to the individual customers receiving local sewage service.

## **Section V. Methodology for User Charge Cost Determinations**

## V. Methodology for User Charge Cost Determinations

Costs to be recovered from Participants through user charges include: debt service, operation, maintenance, replacement, and CMCMUA administrative cost. Each of these cost items is discussed in the following paragraphs.

The CMCMUA debt service costs are composed of several annual cost components. The major cost item is the debt service payments made on bonds issued for facilities' construction and refurbishing. The sale of these bonds provided the local share of the total capital requirement for planning, design, construction, and project financing activities. The term "local share" refers to the balance remaining after all Federal and State grants have been applied to the total capital cost.

Annual operation and maintenance (O & M) cost attributable to the conveyance systems, treatment facilities, solids handling facilities and effluent disposal systems maintained by the CMCMUA have been estimated for each Region. Upon examination, it has been found that many of these costs are essentially fixed in nature, in that they are not dependent on the total annual flow transmitted to the treatment plant. Examples of such costs include most of the wages and salaries of the permanent (i.e., year round) employees, heating costs, and general upkeep of the facility sites. These costs have been referred to as fixed O & M costs. The Authority's annual debt service obligations also represent a fixed cost.

Other costs, which vary with the actual volume of wastewater transported and treated, include electrical costs for pumping and aeration, chemical costs for flocculation and disinfection, and for various sludge handling, treatment and disposal costs. These costs have been referred to as variable O & M costs.

USEPA regulations require that the Grantee establish a provision for replacing large capital items whose service life falls short of the life expectancy of the treatment plant itself. An annual contribution to a replacement fund has been established to meet this requirement.

Annual costs associated with administration of the CMCMUA Regional Wastewater Treatment System have been incorporated into the rate projections.

The CMCMUA user charge rate structure consists of three (3) basic types of charges: A) specific service charges; B) high strength surcharges and; C) charges to Participants. Each of these charges is described as follows:

A. Specific Service Charges

These charges recover the costs which benefit a specific customer or class of customers (e.g. septage haulers). These specific services are charged directly to the customer(s) receiving the service in proportion to the estimated costs of providing these services.

For septage disposal, the projected service charge consists of the actual cost to treat the Biochemical Oxygen Demand (BOD) and Suspended Solids (SS) concentrations contained in the septage. To conform with the NJDEP's practice of categorizing septage tank pumpage as "sludge", the CMCMUA will apply the same charge for domestic septage, approved septage sludge, or raw wastewater originating from outside the regional sewerage system area in Cape May County. Likewise, specific service charges for landfill leachate disposal have also been calculated.

For the conveyance and disposal of the effluent from the LTMUA's Wastewater Treatment Facility, the Specific Service Charge is calculated in accordance with the existing Service Agreement between the two Authorities, utilizing the actual debt service and estimated operating and maintenance costs attributable to the Effluent Disposal System.

B. High-Strength Surcharges

High-strength surcharges, also referred to as specific surcharges, recover the costs for treatment of high-strength wastewaters. High-strength wastewaters are defined as discharges whose polluting characteristics; in terms of BOD and SS are greater than those associated with domestic wastewater from residential customers. The concentration limits, beyond which surcharges will be assessed, have been set at 350 milligrams per liter (mg/l) BOD, and 300 milligrams per liter (mg/l) SS, as per the Service

Agreement. No income revenue from high-strength surcharges is envisioned at this time and, therefore, no costs and/or incomes have been included in the projected User Rates.

C. Charges to Participants

The annual charge per Participant receiving wastewater treatment services recovers all costs for debt service, operations, maintenance and equipment replacement costs, and administrative services remaining after the collection of specific service charges, surcharges for high-strength wastes, grants, interest income and other revenues. Allocation of these costs among the Participants is based upon the projected flow from each Participant, expressed as a **percentage of the total flow** from all Participants. The costs which are fixed in nature (debt service plus fixed O&M costs) are allocated on the basis of the projected summer flow from each Participant. This methodology is used in an attempt to equitably distribute the fixed costs associated with the additional conveyance and treatment capacity necessitated by the increased flow rates resulting from the seasonal increase in population during the summer months in Cape May County.

The projected Fiscal Year 2024 annual charges per Participant developed herein do not include the recovery of any costs for wastewater collection and/or treatment services beyond the responsibility of the CMCMUA.

**Section VI. Methodology For Determination Of  
Projected Annual Charges By Participants**

## VI. Methodology for Determination of Projected Annual Charges by Participant

In order to determine the annual charges projected for each Participant, estimates for summer and non-summer flow rates were developed from actual CMCMUA flow measurements from each of the four (4) Regional Systems. As discussed previously, fixed charges (debt service plus fixed operating costs) were allocated based upon a proportioning of the total summer flow received from all Participants receiving regional sewerage service. Total summer flow is represented by the total flow received in the 90-day period from mid-June through mid-September.

The estimated "total summer flows" were tabulated with each Participant's contribution expressed as a percentage of the total of all of the "total summer flows" to be received from all Participant service areas during the Fiscal Year. The projected annual fixed charge for each Participant receiving service was then calculated by multiplying each Participant's percentage of the "total summer flow" by the total fixed costs to be recovered.

The determination of the projected annual charge to each Participant for the variable (or flow related) portion of the cost was based upon each Participant's percentage contribution to the total annual flow projected to be received from all Participants.

The total annual user charge, which will be billed to each Participant receiving service from the CMCMUA within any given fiscal year, combines the fixed and variable components of the user charge as described above. Table 1, contained in Section VII of this Report, presents the total annual user charge for each Participant projected to receive Regional wastewater conveyance, treatment, and disposal service during Fiscal Year 2024.

## **Section VII. Basis For Proposed Fiscal Year 2024 User Charges**



## VII. Basis for Proposed Fiscal Year 2024 User Charges

As noted earlier, the purpose of this Report is to present the proposed rates for wastewater conveyance, treatment, and disposal services in the CMCMUA's Ocean City, Cape May, Seven Mile Beach/Middle, and Wildwood/Lower Service Regions which will become effective for Fiscal Year 2024. A surcharge is also being proposed for the treatment of high-strength wastes at the Authority's treatment plants, and for the handling and treatment of septage and landfill leachate at these facilities during Fiscal Year 2024. In addition, a specific service charge for the Lower Township Municipal Utilities Authority's use of the Effluent Disposal System is proposed.

The rates adopted for Fiscal Year 2024, shall remain in effect until such time as the schedule of rates is proposed for further modification. Prior to any modification of the rates adopted by the CMCMUA for Fiscal Year 2024, the Authority will provide adequate public notice and conduct a public hearing for the purpose of receiving comments relative to any proposed modifications under consideration at that time.

Included within this section are the user charges proposed to go into effect in Fiscal Year 2024. They are presented in Table 1 of this section. Supplemental tables providing a further breakdown of the proposed user charges are also presented in this section of the Report. The Participants to be serviced in Fiscal Year 2024 will be billed in accordance with the executed Service Agreements.

The following factors were considered in the preparation of the projected user charges for Fiscal Year 2024:

- Projected year 2024 flow rates for all Participants are based on actual wastewater flows as measured by the Authority during the previous six (6) year period (with the exception of extreme storm flows or known groundwater pumping events).
- The actual flow from each Participant will be measured during calendar year 2024 and any adjustments to the fees collected from each Participant, based

on these actual flow records, will be made as necessary after final audit of the Fiscal Year 2024 operating expenses.

- Data Entry and Review: Flow meter totalizer readings are read daily by facility staff and entered into the Authority's process database and reviewed by Authority supervisors. Monthly Data is tabulated and distributed to all Participants.
- Billing Meter Certification: On three (3) separate occasions throughout the year, a qualified third party contractor reviews, calibrates, and certifies the operation of the Authority's billing flow meters.
- Meter Data and Estimates: On occasion, meter totalizer data cannot be obtained due to a malfunction or scheduled maintenance. When this occurs, notations are made on the corresponding monthly municipal flow report that is distributed to all Participants. Estimated flows are calculated during these periods using representative flow data which in the assessment of the Authority presents the most accurate estimate.
- O & M costs for the Regional Wastewater System and the proportioning of these costs into fixed or variable components were budgeted based upon actual experience in the four (4) operating Service Regions.
- Joint administrative costs are recorded in the Wastewater Management Program "Operations and Maintenance" expenditure category, with an associated "Management Fee" being charged to the Solid Waste Management Program for its proportionate share of joint administrative costs. The Operations & Maintenance Costs have increased 7.51% from Fiscal Year 2023. These increases are primarily attributable to increases in labor related costs, chemicals, fuel, and utilities.
- It is estimated that essentially all sewage sludge generated by the four (4) wastewater treatment facilities during calendar year 2024 will be processed at either the Atlantic County Utilities Authority or through a contract with a third-party collection and disposal company.
- Allocation of projected costs to treatment parameters (i.e., flow, BOD and SS) are based upon actual past experience.

- Projected interest income was estimated by the CMCMUA's Chief Financial Officer, based on an average 2.75% rate of return on investments. Total estimated interest income for Fiscal Year 2024 is \$2,000,000.
- All interest income anticipated for Fiscal Year 2024, will be used to offset debt service, operations and maintenance costs, and contributions to the Renewal and Replacement Fund, and is included in the above total.
- The specific service charge for the conveyance and disposal of the effluent from the LTMUA has been calculated in accordance with the existing Service Agreement between the LTMUA and CMCMUA utilizing the actual debt service and estimated operation and maintenance costs attributable to the CMCMUA's Effluent Disposal System. The proposed specific service charge for the LTMUA's use of the Effluent Disposal System in Fiscal year 2024 is in the amount of \$594,904.
- The projected volume of septage and landfill leachate for Fiscal Year 2024 is based on actual quantities received during the last several years.
- The quality of septage and leachate is based upon average values obtained from laboratory analyses for BOD and SS.
- The septage disposal charge is based upon an analysis of septage quality, the projected average cost to treat a pound of BOD, a pound of SS, and to handle 1,000 gallons of septage.
- Miscellaneous revenues in the amount of \$20,000 have been included in anticipation of insurance premium rebates and the sale of surplus equipment.
- The projected revenues from communication tower leases for Fiscal Year 2024 are \$105,000.

CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
USER CHARGE SYSTEM -- RATE SETTING REPORT -- FISCAL YEAR 2024

TABLE 1 - USER CHARGES INCLUDING SPECIFIC SERVICE CHARGES

## USER CHARGES BY PARTICIPANT:

	FIXED CHARGES:		VARIABLE CHARGES:		TOTAL:	
	PERCENT	DOLLARS	PERCENT	DOLLARS		
	(1)		(1)			
OCEAN CITY	27.28%	\$8,754,522	27.98%	\$1,693,186	\$10,447,708	NOTES: (1) From TABLE 7 (2) From TABLE 6 (3) From TABLE 5 (4) From TABLE 4
CITY OF CAPE MAY	7.82%	\$2,509,544	8.35%	\$505,293	\$3,014,837	
WEST CAPE MAY	1.05%	\$336,959	1.28%	\$77,458	\$414,417	
CAPE MAY POINT	0.60%	\$192,548	0.63%	\$38,124	\$230,672	
STONE HARBOR	4.19%	\$1,344,628	3.44%	\$208,169	\$1,552,797	
SEA ISLE CITY	9.86%	\$3,164,208	9.17%	\$554,915	\$3,719,123	
AVALON	9.68%	\$3,106,443	9.67%	\$585,172	\$3,691,615	
CREST HAVEN	0.40%	\$128,365	0.64%	\$38,729	\$167,094	
RIO GRANDE	2.27%	\$728,474	2.99%	\$180,937	\$909,411	
C. M. COURT HOUSE	2.27%	\$728,474	3.57%	\$216,035	\$944,509	
AVALON MANOR	0.21%	\$67,392	0.22%	\$13,313	\$80,705	
S. H. BOULEVARD	0.29%	\$93,064	0.30%	\$18,155	\$111,219	
COURT HOUSE SOUTH	1.09%	\$349,796	1.47%	\$88,956	\$438,752	
<u>HARBOR BAY CENTER</u>	<u>0.02%</u>	<u>\$6,418</u>	<u>0.02%</u>	<u>\$1,210</u>	<u>\$7,628</u>	
TOTAL MIDDLE TWP	6.15%	\$1,973,618	8.57%	\$518,606	\$2,492,224	
NJ TURNPIKE AUTHORITY	0.02%	\$6,418	0.02%	\$1,210	\$7,628	
WILDWOOD	10.90%	\$3,497,958	10.00%	\$605,141	\$4,103,099	
WILDWOOD CREST	9.90%	\$3,177,044	8.00%	\$484,113	\$3,661,157	
WEST WILDWOOD	1.38%	\$442,861	1.75%	\$105,900	\$548,761	
NORTH WILDWOOD	10.32%	\$3,311,828	10.00%	\$605,141	\$3,916,969	
SHAWCREST (LTMUA)	0.45%	\$144,411	0.50%	\$30,257	\$174,668	
TOTALS (2):	100.00%	\$32,091,355	100%	\$6,051,414	\$38,142,769	

## SPECIFIC SERVICE CHARGES:

L.T.M.U.A EFFLUENT DISPOSAL (3):	\$594,904
HIGH STRENGTH SURCHARGES (4):	
HIGH STRENGTH B.O.D. (\$/lb)	\$0.86
HIGH STRENGTH S.S. (\$/lb)	\$1.37
SEPTAGE/SLUDGE/RAW WASTE DISPOSAL (\$/1000 gallons) (3):	\$70.79
LANDFILL LEACHATE DISPOSAL (\$/1000 gallons) (3):	\$13.91

CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
USER CHARGE SYSTEM -- RATE SETTING REPORT -- FISCAL YEAR 2024

TABLE 2 -- OPERATING EXPENSE BUDGET BY FACILITY

Sum of 2024 Proposed		Process Type		Fixed Variable		Wastewater Treatment		Solids Handling		Effluent Disposal		Grand Total
Facility Name	Element Name	Conveyance System		Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	
Cape May Region	Benefits and Taxes					\$401,891						\$401,891
	Chemicals							\$20,000		\$15,000	\$80,000	\$115,000
	Equipment	\$6,700				\$22,700			\$1,700			\$31,800
	Fuels, Oils and Greases	\$12,500				\$46,250				\$700		\$58,750
	Materials					\$200						\$200
	Outside Services	\$10,200				\$26,000		\$500	\$105,000	\$200		\$141,500
	Rents and Leases	\$42,000				\$1,000						\$43,000
	Repair Parts	\$6,000				\$22,150		\$2,250		\$2,250		\$33,550
	Salaries and Wages					\$847,000	\$26,000			\$0		\$873,000
	Supplies	\$2,500				\$19,700						\$22,200
	Travel					\$100						\$100
	Utilities	\$2,000				\$2,000	\$200,000					\$204,000
	Benefits and Taxes					\$584,498						\$584,498
Ocean City Region	Chemicals									\$40,000	\$420,000	\$460,000
	Equipment	\$2,300				\$35,500			\$2,200		\$750	\$40,750
	Fuels, Oils and Greases	\$10,000				\$99,000				\$500		\$109,500
	Materials											
	Outside Services	\$13,500				\$45,500				\$37,000	\$250	\$96,250
	Rents and Leases	\$52,000				\$1,000						\$53,000
	Repair Parts	\$33,000				\$48,000						\$81,000
	Salaries and Wages					\$1,102,000	\$28,000	\$14,500		\$10,000		\$1,154,500
	Supplies	\$2,000				\$36,000						\$38,000
	Travel					\$500						\$500
	Utilities	\$2,200				\$19,000	\$320,000					\$321,200
	Benefits and Taxes					\$547,131						\$547,131
	Chemicals					\$25,000				\$136,000	\$450,000	\$611,000
	Equipment	\$19,100				\$36,500		\$14,000		\$7,400		\$77,000
Wildwood Lower Region	Fuels, Oils and Greases	\$40,000				\$89,000				\$8,000	\$1,500	\$138,500
	Materials											
	Outside Services	\$35,500				\$59,000		\$4,000		\$8,000	\$13,000	\$119,500
	Rents and Leases	\$52,000				\$1,000						\$53,000
	Repair Parts	\$34,500				\$45,100		\$18,100		\$15,500		\$113,200
	Salaries and Wages					\$1,277,000	\$30,000					\$1,307,000
	Supplies	\$2,500				\$34,700					\$500	\$37,700
	Travel					\$200						\$200
	Utilities	\$4,000				\$9,000	\$568,000				\$100	\$581,000
	Benefits and Taxes					\$689,648					\$75,000	\$864,648
	Chemicals									\$150,000	\$310,000	\$460,000
	Equipment	\$19,200				\$37,500						\$56,700
	Fuels, Oils and Greases	\$57,500				\$34,000		\$4,000		\$5,000		\$96,500
Seven Mile Middle Region	Materials	\$200						\$70,000		\$50,000	\$15,000	\$226,500
	Outside Services	\$26,000				\$61,500		\$700		\$25,000		\$113,200
	Rents and Leases	\$52,000				\$1,700						\$53,700
	Repair Parts	\$28,500				\$52,300						\$80,800
	Salaries and Wages					\$1,334,000	\$29,000	\$6,000		\$3,000		\$1,372,000
	Supplies	\$2,000				\$40,900						\$42,900
	Travel					\$100						\$100
	Utilities	\$12,000				\$19,000	\$570,000					\$591,000
	Benefits and Taxes					\$733,582						\$733,582
	Equipment					\$33,000						\$33,000
	Fuels, Oils and Greases					\$25,500						\$25,500
	Materials											
	Outside Services	\$2,500				\$5,500						\$8,000
Project Crew	Rents and Leases					\$70,000						\$70,000
	Repair Parts	\$8,000				\$10,000						\$18,000
	Salaries and Wages					\$1,355,000	\$0					\$1,355,000
	Supplies					\$28,800						\$28,800
	Utilities					\$75,000						\$75,000

Laboratory	Benefits and Taxes	\$91,297							\$91,297	
	Equipment	\$5,500							\$5,500	
	Materials									
	Outside Services	\$3,000							\$3,000	
	Rents and Leases	\$5,000							\$5,000	
	Repair Parts	\$1,500							\$1,500	
	Salaries and Wages	\$166,000	\$1,000						\$167,000	
	Supplies	\$18,200							\$18,200	
	Sludge Transfer	Benefits and Taxes				\$225,234				\$225,234
		Chemicals								
Equipment					\$5,000				\$5,000	
Fuels, Oils and Greases					\$13,000				\$13,000	
Materials					\$1,000				\$1,000	
Outside Services					\$34,500	\$1,550,000			\$1,604,500	
Rents and Leases					\$12,000				\$12,000	
Repair Parts					\$51,800				\$51,800	
Salaries and Wages					\$321,500	\$21,500			\$343,000	
Supplies					\$9,900				\$9,900	
Wastewater Administration	Travel				\$8,000				\$8,000	
	Utilities									
	Advertising and Publicity	\$2,000							\$2,000	
	Benefits and Taxes	\$206,623							\$206,623	
	Dues and Subscriptions	\$3,000							\$3,000	
	Education	\$35,500							\$35,500	
	Equipment	\$82,000							\$82,000	
	Financial Management	\$21,944							\$21,944	
	Insurance	\$539,240							\$539,240	
	Other Misc.	\$500							\$500	
	Outside Services	\$345,500							\$345,500	
	Permits and Fees	\$229,000							\$229,000	
	Professional Fees	\$119,500							\$119,500	
	Rents and Leases	\$8,600							\$8,600	
	Salaries and Wages	\$542,000							\$542,000	
	Supplies	\$4,100							\$4,100	
	Tower Shared Services	\$33,000							\$33,000	
	Travel	\$2,100							\$2,100	
	Utilities	\$75,000							\$75,000	
	Joint Administrative Costs	\$6,869,890							\$6,869,890	
Grand Total		\$593,300	\$758,000	\$19,500,044	\$2,156,000	\$839,884	\$2,146,000	\$75,150	\$1,335,000	\$27,389,378
Total Fixed										
Total Variable										
Total										
Total Conveyance		\$1,343,300								
Total Wastewater Treatment		\$21,650,044								
Total Solids Handling		\$2,985,884								
Total Effluent Disposal		\$1,410,150								
Total		\$27,389,378								
Cape May Total		\$2,005,391								
Ocean City Total		\$3,377,198								
Wildwood Total		\$3,885,331								
Seven Mile Total		\$4,090,148								
Lab Total		\$291,497								
Project Crew Total		\$2,346,882								
Sludge Transfer Total		\$2,273,434								
Wastewater Admin Total		\$9,119,497								
Total		\$27,389,378								

TABLE 3 -- DEBT SERVICE REQUIREMENTS

	PRINCIPAL	INTEREST	TOTAL	ALLOCATION			
				CMCMUA PORTION		LTMUA PORTION	
				PERCENT	DOLLARS	PERCENT	DOLLARS
				(see calculation of percentages at bottom of page)			
2010(A) SERIES (1)	\$12,169	\$844	\$13,013	100.00%	\$13,013	0.00%	\$0
2010(B) SERIES (2)	\$31,621	\$8,056	\$39,677	99.93%	\$39,649	0.07%	\$28
2010(C) SERIES (2)	\$475,196	\$84,140	\$559,336	100.00%	\$559,336	0.00%	\$0
2012(A-1) SERIES (3)	\$40,182	\$5,683	\$45,865	100.00%	\$45,865	0.00%	\$0
2012(A-2) SERIES (3)	\$40,262	\$2,959	\$43,221	100.00%	\$43,221	0.00%	\$0
2016(A) SERIES (4)	\$161,500	\$15,483	\$176,983	100.00%	\$176,983	0.00%	\$0
SUBTOTAL	\$760,930	\$117,165	\$878,095		\$878,067		\$28
ABANDONED FACILITIES	\$0	\$0	\$0		\$0		\$0
TOTALS	\$760,930	\$117,165	\$878,095	100.00%	\$878,067	0.00%	\$28

NOTE (1) NJ Environmental Trust  
Financing Dated 2/22/2010  
NOTE (2) NJ Environmental Trust  
Financing Dated 12/2/2010  
NOTE (3) NJ Environmental Trust  
Financing Dated 5/3/2012  
NOTE (4) NJ Environmental Trust  
Financing Dated 5/26/2016

Bond Issues 2010(B) include the cost of installing two 450 HP variable speed drives on the effluent pumps at the WW/L WTF, which is part of Subsystem 'C'. This part of the project represents \$32,000 / \$7,667,900 = 0.4% of the debt service.  
LTMUA share of the use of Subsystem 'C' averages 15.8%  
=15.8% X 0.4% = 0.07%

CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
USER CHARGE SYSTEM -- RATE SETTING REPORT -- FISCAL YEAR 2024

TABLE 4 -- CALCULATION OF SPECIFIC COSTS

	PROJECTED FLOW (thousands of gallons)	AVERAGE STRENGTH (1)		TOTAL QUANTITY (2)	
		BOD (mg/l)	SS (mg/l)	BOD (lbs)	SS (lbs)
WASTEWATER FROM USERS	3,899,295	225	210	7,317,027	6,829,225
SEPTAGE	15,600	3,800	3,200	494,395	416,333
LANDFILL LEACHATE	12,000	450	325	45,036	32,526
TOTALS	3,926,895			7,856,458	7,278,084

NOTES:  
(1) From Laboratory Data  
(2) MG x mg/l x 8.34 lbs/gal  
(3) Percent of construction cost  
attributed to each component  
(4) Total Debt + Project RR Contribution  
- Use of Bond Reserve"  
(5) From Table 2

COSTS TO BE RECOVERED		TOTAL		VOLUME		BOD		SS	
DEBT SERVICE: (4)		(3)							
CONVEYANCE	23.65%	\$3,958,559	100.00%	\$3,958,559	0.00%	\$0	0.00%	\$0	
WASTEWATER TREATMENT	24.89%	\$4,166,112	60.00%	\$2,499,667	20.00%	\$833,222	20.00%	\$833,222	
SOLIDS HANDLING	20.50%	\$3,431,310	0.00%	\$0	25.00%	\$857,828	75.00%	\$2,573,483	
EFFLUENT DISPOSAL	30.96%	\$5,182,114	100.00%	\$5,182,114	0.00%	\$0	0.00%	\$0	
TOTAL	100.00%	\$16,738,095 (4)		\$11,640,340		\$1,691,050		\$3,406,705	
OPERATING COSTS: (5)									
CONVEYANCE		\$1,343,300	100.00%	\$1,343,300	0.00%	\$0	0.00%	\$0	
WASTEWATER TREATMENT		\$21,650,044	60.00%	\$12,990,026	20.00%	\$4,330,009	20.00%	\$4,330,009	
SOLIDS HANDLING		\$2,985,884	0.00%	\$0	25.00%	\$746,471	75.00%	\$2,239,413	
EFFLUENT DISPOSAL		\$1,410,150	100.00%	\$1,410,150	0.00%	\$0	0.00%	\$0	
		\$27,389,378		\$15,743,476		\$5,076,480		\$6,569,422	
TOTALS:		\$44,127,473		\$27,383,816		\$6,767,530		\$9,976,127	
COST PER 1000 GALLONS			\$6.97 per 1000 gallons						
COST PER POUND OF BOD					0.86 per lb BOD				
COST PER POUND OF SS							\$1.37 per lb SS		



CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
USER CHARGE SYSTEM -- RATE SETTING REPORT -- FISCAL YEAR 2024

TABLE 5 -- CALCULATION OF SPECIFIC SERVICE CHARGES

WASTEWATER TREATMENT PARAMETER	(1) CHARACTERISTICS	UNITS PER 1000 GAL	UNIT COSTS	COST PER 1000 GAL
<b>SEPTAGE:</b>				
VOLUME	1,000 GALLONS	1.00	\$6.97	\$6.97
BOD	3,800 MG/L	31.69	\$0.86	\$27.26
SS	3,200 MG/L	26.69	\$1.37	\$36.56
PROPOSED SEPTAGE DISPOSAL FEE (\$/1000 GAL)				\$70.79

NOTES: (1) From Table 4  
(2) From Table 3  
(3) Calculated per  
Service Agreement

**LANDFILL LEACHATE:**

VOLUME	1,000 GALLONS	1.00	\$6.97	\$6.97
BOD	450 MG/L	3.75	\$0.86	\$3.23
SS	325 MG/L	2.71	\$1.37	\$3.71
PROPOSED LEACHATE DISPOSAL FEE (\$/1000 GALLONS)				\$13.91

**LOWER TOWNSHIP M.U.A. EFFLUENT DISPOSAL CHARGE:**

TOTAL	
DEBT SERVICE (2):	\$28
OPERATING COSTS (3):	\$594,876
TOTAL EFFLUENT DISPOSAL CHARGE:	\$594,904

CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
 USER CHARGE SYSTEM -- RATE SETTING REPORT -- FISCAL YEAR 2024

TABLE 6 -- DETERMINATION OF TOTAL USER CHARGES

	TOTAL	FIXED	VARIABLE	NOTES:
EXPENSES AND COSTS:				
TOTAL OPERATING COSTS (1)	\$27,389,378	\$21,008,378	\$6,381,000	
TOTAL DEBT SERVICE(2)	\$878,095	\$878,095	\$0	
RENEWAL AND REPLACEMENT CONTRIBUTION	\$15,860,000	\$15,413,330	446,670	
TOTAL EXPENSES AND COSTS	\$44,127,473	\$37,299,803	\$6,827,670	
REVENUES AND INCOMES:				
INTEREST ON INVESTMENTS AND DEPOSITS:	\$2,000,000	\$2,000,000	\$0	
MANAGEMENT FEE	\$2,164,800	\$1,688,544	\$476,256	
SEPTAGE DISPOSAL FEES:	\$600,000	\$500,000	\$100,000	
LANDFILL LEACHATE DISPOSAL FEES:	\$300,000	\$260,000	\$40,000	
PROCESSING OF "OUTSIDE" SLUDGE	\$200,000	\$50,000	\$150,000	
LOWER TOWNSHIP M.U.A. EFFLUENT DISPOSAL FEE(3):	\$594,904	\$594,904	\$0	
TOWER RENTAL INCOME	\$105,000	\$105,000	\$0	
MISCELLANEOUS REVENUES (INSURANCE REBATE, ETC)	\$20,000	\$10,000	\$10,000	
TOTAL REVENUES AND INCOMES:	\$5,984,704	\$5,208,448	\$776,256	
AMOUNT TO BE COLLECTED FROM USERS: (EXPENSES LESS REVENUES)	\$38,142,769	\$32,091,355	\$6,051,414	

CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
 USER CHARGE SYSTEM – RATE SETTING REPORT – FISCAL YEAR 2024

TABLE 7 – ESTIMATED FLOWS (ON ANNUAL BASIS)

	DAILY FLOWS:		TOTAL SUMMER FLOW (1):		TOTAL NON-SUMMER FLOW:		TOTAL YEARLY FLOW (2):	
	SUMMER (Million Gallons / Day)	TOTAL YEARLY (Million Gallons / Day)	Thousands of gallons	% of Total Flow	Thousands of gallons	% of Total Flow	Thousands of gallons	% of Total Flow
OCEAN CITY	4.244	2.990	381,960	27.28%	709,390	28.38%	1,091,350	27.98%
CITY OF CAPE MAY	1.216	0.892	109,440	7.82%	216,140	8.65%	325,580	8.35%
WEST CAPE MAY	0.163	0.137	14,670	1.05%	35,335	1.41%	50,005	1.28%
CAPE MAY POINT	0.093	0.067	8,370	0.60%	16,085	0.64%	24,455	0.63%
STONE HARBOR	0.652	0.368	58,680	4.19%	75,640	3.03%	134,320	3.44%
SEA ISLE CITY	1.534	0.980	138,060	9.86%	219,640	8.79%	357,700	9.17%
AVOLON	1.506	1.033	135,540	9.68%	241,505	9.66%	377,045	9.67%
CREST HAVEN	0.062	0.068	5,580	0.40%	19,240	0.77%	24,820	0.64%
RIO GRANDE	0.353	0.319	31,770	2.27%	84,665	3.39%	116,435	2.99%
C. M. COURT HOUSE	0.353	0.381	31,770	2.27%	107,295	4.29%	139,065	3.57%
AVOLON MANOR	0.033	0.024	2,970	0.21%	5,790	0.23%	8,760	0.22%
S. H. BOULEVARD	0.045	0.032	4,050	0.29%	7,630	0.31%	11,680	0.30%
COURT HOUSE SOUTH	0.170	0.157	15,300	1.09%	42,005	1.68%	57,305	1.47%
HARBOR BAY CENTER	0.003	0.002	270	0.02%	460	0.02%	730	0.02%
TOTAL MIDDLE TWP.	0.957	0.915	86,130	6.15%	247,845	9.92%	333,975	8.57%
NJ TURNPIKE AUTHORITY	0.003	0.002	270	0.02%	460	0.02%	730	0.02%
WILDWOOD	1.696	1.068	152,640	10.90%	237,180	9.49%	389,820	10.00%
WILDWOOD CREST	1.540	0.855	138,600	9.90%	173,475	6.94%	312,075	8.00%
WEST WILDWOOD	0.215	0.187	19,350	1.38%	48,905	1.96%	68,255	1.75%
NORTH WILDWOOD	1.605	1.068	144,450	10.32%	245,370	9.82%	389,820	10.00%
SHAWCREST (LTMUA)	0.070	0.053	6,300	0.45%	13,045	0.52%	19,345	0.50%
TOTALS	15.556	10.683	1,400,040	100.00%	2,499,255	100.00%	3,899,295	100.00%

NOTES:  
 All flows projected from past actual data.  
 (1) Used for Fixed Charges  
 (2) Used for Variable Charges

## **Section VIII. Future Projections Of User Charges**

### VIII. Future Projections of User Charges

Previously, during the public hearings on Proposed User Rates, the CMCMUA was asked to forecast user rates further into the future.

The following table shows the previously adopted 2021 through 2023 Budgeted Expenses and Revenues, the Fiscal Year 2024 Proposed Expenses and Revenues, and Projected Expenses and Revenues from 2025 through 2027. The following assumptions were made:

- ° Debt service includes all principal and interest due under the various bond issues.
- ° The Renewal and Replacement Contribution will be escalated in future years to provide adequate funds for the replacement of equipment and infrastructure beyond its designed useful life.
- ° Operational, Maintenance and Administration Costs have been escalated at rates between 3.75% and 4.37% from 2025 through 2027. Revenues from Septage and Leachate Disposal are projected to be \$900,000 each year for years 2025 through 2027.
- ° Interest Revenues remain constant. Short-term interest rates have been estimated at 2.7% for the period between 2025 and 2027.
- ° It should be pointed out that the projected increases are based upon an estimated total amount to be collected from all Participants. The actual User Rate billed to each individual Participant in each year will be based upon actual recorded sewage flow rates.

CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
USER CHARGE SYSTEM -- RATE SETTING REPORT -- FISCAL YEAR 2024

COMPARISON - 2021 through 2027 USER RATES

	2021	2022	2023	2024	2025	2026	2027
	BUDGET	BUDGET	BUDGET	PROPOSED	PROJECTED	PROJECTED	PROJECTED
EXPENSES							
Debt Service	\$883,132	\$879,449	\$880,174	\$878,095	\$867,262	\$867,500	\$870,496
Operations & Maintenance	\$23,420,297	\$24,044,867	\$25,476,536	\$27,389,378	\$28,416,480	\$29,658,280	\$30,933,586
INCREASE/DECREASE (O&M)	\$154,886	\$624,570	\$1,431,669	\$1,912,842	\$1,027,102	\$1,241,800	\$1,275,306
	0.67%	2.67%	5.95%	7.51%	3.75%	4.37%	4.30%
Renwal & Replacement Contribution	<u>\$15,234,000</u>	<u>\$15,377,500</u>	<u>\$15,524,000</u>	<u>\$15,860,000</u>	<u>\$15,830,000</u>	<u>\$15,830,000</u>	<u>\$15,830,000</u>
TOTAL EXPENSES	\$39,537,429	\$40,301,816	\$41,880,710	\$44,127,473	\$45,113,742	\$46,355,780	\$47,634,082
REVENUES							
Interest Income	\$100,000	\$100,000	\$600,000	\$2,000,000	\$1,950,000	\$1,950,000	\$1,950,000
Management Fee	\$2,040,000	\$2,080,800	\$2,122,000	\$2,164,800	\$2,208,000	\$2,252,160	\$2,297,200
Septage/Leachate Disposal	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
Lower Twp. Effluent Disposal	\$491,501	\$501,331	\$539,198	\$594,904	\$618,700	\$643,448	\$669,186
Processing of "Outside" Sludge	\$200,000	\$200,000	\$200,000	\$200,000	\$215,000	\$215,000	\$215,000
Tower Rental	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
Miscellaneous	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL REVENUES	\$3,856,501	\$3,907,131	\$4,486,198	\$5,984,704	\$6,016,700	\$6,085,608	\$6,156,386
NET FROM USERS	\$35,680,928	\$36,394,685	\$37,394,512	\$38,142,769	\$39,097,042	\$40,270,172	\$41,477,696
INCREASE/DECREASE	\$351,696	\$713,757	\$999,827	\$748,257	\$954,273	\$1,173,130	\$1,207,524
PERCENTAGE	1.00%	2.00%	2.75%	2.00%	2.50%	3.00%	3.00%

# Cape May County Municipal Utilities Authority

## RESOLUTION NO. 127-23

### **RESOLUTION APPROVING THE CMCMUA USER CHARGE SYSTEM, RATE SETTING REPORT, WASTEWATER MANAGEMENT PROGRAM USER CHARGES EFFECTIVE JANUARY 1, 2024**

**WHEREAS**, the Cape May County Municipal Utilities Authority ("CMCMUA"/"Authority") entered into a Service Agreement with various municipalities, public entities and/or private corporations ("Participants") wherein the terms and conditions for providing wastewater conveyance, treatment and disposal services to such Participants are set forth; and,

**WHEREAS**, the CMCMUA provides wastewater services in its Ocean City Region, its Cape May Region, its Seven Mile Beach/Middle Region, and in its Wildwood/Lower Region (collectively "Regional System"); and,

**WHEREAS**, the CMCMUA must revise its system of charges in order to provide sufficient revenue to pay for the operation and expenses of the Regional System; and,

**WHEREAS**, copies of the proposed "CMCMUA User Charge System, Rate Setting Report, Wastewater Management Program User Charges Effective January 1, 2024 (Proposed)", were available to the public for inspection at the principal office of each Participant, the Lower Township and Middle Township branches of the Cape May County Library, the office of the Board of County Commissioners, the office of the Authority and on the Authority's website from September 12, 2023 through and including October 4, 2023; and,

**WHEREAS**, notice of the availability of the proposed "CMCMUA User Charge System, Rate Setting Report, Wastewater Management Program User Charges Effective January 1, 2024 (Proposed)", and the designated time and place of a Public Hearing was published in the official newspapers of the Authority, The Press of Atlantic City and the Daily Journal, both on September 12, 2023, respectively; and,

**WHEREAS**, the Public Hearing explaining the nature of the user charges and specific service charges, as set forth in the aforementioned Rate Setting Report, was held by the Authority on October 4, 2023; and,

**WHEREAS**, a record of the Public Hearing was made and a transcript will be available upon request to interested parties at a reasonable fee.

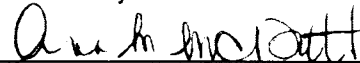
**NOW, THEREFORE BE IT RESOLVED** by the Cape May County Municipal Utilities Authority, a body corporate and politic of the State of New Jersey as follows:

1. The methodology and system of charges as set forth by the Cape May County Municipal Utilities Authority in its report entitled "CMCMUA User Charge System, Rate Setting Report, Wastewater Management Program User Charges Effective January 1, 2024 (Proposed)", is hereby found to comply with the terms of the Service Agreement between the Cape May County Municipal Utilities Authority and the various Participants and is adopted by the Cape May County Municipal Utilities Authority.
2. Said system of charges shall be the basis for charging all Participants who deliver wastewater into the Authority's Regional System.

3. The user charges set forth in the aforementioned Rate Setting Report, effective January 1, 2024, are specifically adopted and shall be the basis for billing the services provided to the City of Ocean City, the City of Cape May, the Borough of West Cape May, the Borough of Cape May Point, the Borough of Stone Harbor, the Borough of Avalon, the City of Sea Isle City, the Township of Middle, the County of Cape May (Crest Haven Complex), the City of North Wildwood, the City of Wildwood, the Borough of Wildwood Crest, the Borough of West Wildwood, the Township of Lower Municipal Utilities Authority (Shawcrest area of Lower Township), the New Jersey-American Water Company, the New Jersey Turnpike Authority, and any other users of the services provided by the Cape May County Municipal Utilities Authority, effective January 1, 2024.
4. The specific service charges, including effluent disposal services provided to the Township of Lower Municipal Utilities Authority, and also including surcharges for high strength wastes, specific service charges for disposal of septage, sludge and trucked raw wastewater, and landfill leachate disposal, as shown in the report entitled "CMCMUA User Charge System, Rate Setting Report, Wastewater Management Program User Charges Effective January 1, 2024 (Proposed)", are hereby adopted, effective January 1, 2024.
5. The user charges and specific service charges adopted for Fiscal Year 2024 shall remain in effect until such time as the schedule of rates is proposed for further modification. Prior to any modification of the rates adopted by the CMCMUA for Fiscal Year 2024, the Authority will provide adequate public notice and conduct a Public Hearing for the purpose of receiving comments relative to any proposed modification under consideration at that time.

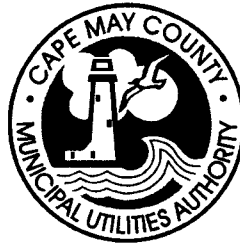
	Motion	Second	Yes	No	Abstain	Absent
Mr. Burns	X		X			
Ms. Callinan		X	X			
Ms. Heenan			X			
Mr. Matalucci			X			
Mr. Rixey			X			
Mr. Saduk			X			
Mr. Betts			X			

I hereby certify the foregoing to be a true and correct copy of Resolution No. **127-23** adopted by the Cape May County Municipal Utilities Authority at its Regular Meeting on the **4<sup>th</sup>** day of **October 2023**.

  
Assistant Corporate Secretary



Joseph V. Rizzuto, Executive Director



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

## Cape May County Municipal Utilities Authority

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

December 29, 2023

RE: Adopted CMCMUA Solid Waste and Recycling  
User Fees and Surcharges – Effective January 1, 2024

Dear Mayor/Solid Waste Users/Haulers:


Attached for your reference is a copy of Resolution No. 126-23 which was adopted by the Cape May County Municipal Utilities Authority establishing the solid waste and recycling user fees and surcharges for the Fiscal Year 2024.

The fees, as adopted, are the same as outlined in the previously provided document entitled, "Cape May County Municipal Utilities Authority Solid Waste and Recycling User Fees and Surcharges, Effective January 1, 2024". Please note that the adopted fees, which are included in the attached copy of said report, are identical to the information which was previously e-mailed in a "Proposed" format to each Solid Waste User/Hauler of the CMCMUA's Solid Waste Management Program on or about September 12, 2023. The CMCMUA adopted these User Fees and Surcharges at its Regular Public Meeting held on October 4, 2023, after consideration of any comments received at, or prior to, a Public Hearing which was held on October 4, 2023.

If you have any questions or require additional information regarding the attached documents, please do not hesitate to contact myself, or Ms. Katherine A. Robert, Business Services Supervisor, at 609-465-9026.

Very truly yours,

CAPE MAY COUNTY  
MUNICIPAL UTILITIES AUTHORITY

  
John R. Conturo, P.E.  
Solid Waste Program Manager

JRC:amm  
Attachments  
cc: Clerk  
Business Administrator  
Chief Financial Officer

FOR FURTHER INFORMATION VISIT OUR WEBSITE: [WWW.CMCMA.COM](http://WWW.CMCMA.COM) OR CALL 609-465-9026**MINIMUM DISPOSAL CHARGE OF \$7.00**

THERE IS A MINIMUM DISPOSAL CHARGE OF \$7.00 FOR ALL SOLID WASTE &amp; RECYCLING DISPOSAL AT THE CMCMA SANITARY LANDFILL &amp; TRANSFER STATION, FOR THOSE WASTE TYPES THAT CARRY A TIPPING FEE OR RECYCLING FEE. THIS MINIMUM FEE OF \$7.00 WILL BE CHARGED REGARDLESS OF VEHICLE TYPE.

SOLID WASTE TYPE	SOLID WASTE	SANITARY LANDFILL	TRANSFER STATION
		Located on Rte 610 in Woodbine	Located on Rte 620 in Middle Township
10	MUNICIPAL WASTE – Household Garbage	\$83.19 per ton	\$83.19 per ton
10F	MUNICIPAL WASTE – Roadside litter & debris collected along County and State Roads by the CMC Road Department (Excludes Construction and Demolition Waste)	NO CHARGE	NO CHARGE
13	DRY BULKY WASTE Large items of mixed waste material, such as furniture and mattresses, not classified as Construction & Demolition Waste.	\$83.19 per ton	\$83.19 per ton 9,000 lb. gross scale weight limitation
13C	CONSTRUCTION & DEMOLITION WASTE Building material and rubble resulting from construction, remodeling, and repair & demolition operations on houses, commercial buildings, pavement & other structures. (10 ft. length limitation)	\$98.34 per ton	\$98.34 per ton 9,000 lb. gross scale weight limitation
23	VEGETATIVE WASTE (non-recyclable vegetative waste)	\$83.19 per ton	NOT ACCEPTED
25	ANIMAL & FOOD PROCESSING WASTE	\$83.19 per ton	NOT ACCEPTED
27	DRY INDUSTRIAL WASTE	\$82.13 per ton	NOT ACCEPTED
27A	ASBESTOS CONTAINING WASTE Includes loose asbestos, asbestos piping, asbestos sheetrock, shingles and tile. (request specific Advisory for detailed information)	\$144.47 per ton	NOT ACCEPTED
RECYCLING TYPE	RECYCLABLE MATERIALS	SANITARY LANDFILL	TRANSFER STATION
NOTE: ALL THE RECYCLABLE MATERIALS LISTED BELOW ARE MANDATORY RECYCLABLES AND MUST BE RECYCLED, EXCEPT PAINT, MRP & FILM WHICH ARE RECOMMENDED RECYCLABLES			
SS	SINGLE STREAM (recyclable paper, cans and bottles) Newspapers, magazines, paperback books, office paper, junk mail, cardboard and clean pizza boxes, paper bags, gift and powdered detergent boxes, dry food boxes (all liners removed), non-foil wrapping paper, clear, food and beverage bottles, jugs and jars, aluminum and steel (tin) food, beverage cans, plastic bottles and containers including food, health, beauty and cleaning products and other rigid plastic containers 2 ½ gallons in size or less.	NO CHARGE	NO CHARGE
13SR	TIRES - PASSENGER Clean loads of source-separated car & truck tires delivered to the Landfill. (less than 12 inches across the tread) delivered to the Landfill.	\$375.00 per ton (Maximum of five (5) tires per non NJDEP register passenger vehicle @ \$4.00 per tire)	TRUCK LOADS NOT ACCEPTED (Maximum of five (5) tires per non NJDEP register passenger vehicle @ \$4.00 per tire)
13TL	TIRES-NON-PASSENGER/OVERSIDED Includes lawnmower, wheelbarrow, golf cart, tires more than 4 ft. in. diameter and 12 in. across	\$425.00 per ton	NOT ACCEPTED
13T	TIRES MIXED WITH DEBRIS	\$425.00 per ton	NOT ACCEPTED
ELNC	NJ E-WASTE NON-COVERED ELECTRONICS DEVICES (Includes DVD's, VCR's, radios, stereos, telephones, etc.)	NO CHARGE	NO CHARGE
ELF/ELCO	NJ E-WASTE COVERED ELECTRONICS DEVICES (Desktop or personal computers, computer monitors, portable computers, desktop printers, desktop fax machines and televisions)	NO CHARGE	NO CHARGE
SM	SCRAP METAL Includes source separated aluminum, iron, copper and sheet metal.	NO CHARGE	NO CHARGE
13WG	WHITE GOODS – NON CFC/FREON CONTAINING Includes source separated washers, dryers, stoves & water heaters.	NO CHARGE	NO CHARGE
CFC	WHITE GOODS - CFC/FREON CONTAINING WHITE GOODS Includes refrigerators, freezers & air conditioners.	\$12.00 per unit	\$12.00 per unit
TANK	PROPANE TANKS Empty 20-30 lbs. or less.	\$7.00 per tank	\$7.00 per tank
13WP	WOOD PALLETS Consists of wood – no contaminants	NO CHARGE	NO CHARGE
23BC	BED CLEANOUT Existing flower bed cleanouts including old mulch (no trash accepted)	\$40.00 per ton	NOT ACCEPTED
23C	LEAVES & GRASS CLIPPINGS	\$14.00 per ton	NOT ACCEPTED
23H	BRUSH, TREE BRANCHES & LIMBS	\$40.00 per ton	NOT ACCEPTED
23S	STUMPS & TRUNKS Clean loads of Stumps & Trunks not greater than 10 ft. in length	\$40.00 per ton	NOT ACCEPTED
23T	CHRISTMAS TREES (accepted 12/26-1/31)	NO CHARGE	NO CHARGE
MOIL	USED MOTOR OIL/OIL FILTERS Limit of 5 gals. & 5 filters per person per day Motor oil may be mixed with kerosene and #2 heating oil.	\$1.00 per gallon \$1.00 per filter	\$1.00 per gallon \$1.00 per filter
ANTI	ANTIFREEZE Antifreeze which is free of contaminants when delivered in quantities up to 5 gallons per day.	NO CHARGE	NO CHARGE
PAINT	PAINT RECYCLING PROGRAM FOR LATEX & OIL-BASED PAINT	NOT ACCEPTED	\$3.00 per gal/\$13.00 per 5 gal
FILM	PLASTIC FILM Boat Shrink Wrap, Greenhouse Film & other pre-approved plastic film.	NO CHARGE	NO CHARGE
27E	CONTAMINATED SOIL Accepted with the appropriate classification letters as per the CMCMA Terms & Conditions for the use of the CMCMA Solid Waste and Recycling Facilities.	\$20.00 per ton	NOT ACCEPTED
	MOBILE HOMES/OVERSIDED TRAILERS Any mobile home, camping trailer or other oversized items too large to be weighed on the Authority's scales (Items over 12 feet wide and 60 feet in length) shall be charged a flat rate disposal fee of \$1,000.00.	\$1,000.00 per flat rate fee	NOT ACCEPTED

FOR FURTHER INFORMATION VISIT OUR WEBSITE: <a href="http://WWW.CMCMA.COM">WWW.CMCMA.COM</a> OR CALL 609-465-9026			
WINTER SCHEDULE EFFECTIVE:		SANITARY LANDFILL COMPLEX	TRANSFER STATION
01/01/2024 – 05/15/2024 AND 09/21/2024 – 12/31/2024		RECYCLING FACILITY (IPF)	
	MONDAY THROUGH FRIDAY	7:30 AM – 4:00 PM	7:30 AM – 2:30 PM
	SATURDAYS	8:00 AM – 12 NOON	8:00 AM – 11:30 AM
	SUNDAYS	CLOSED	CLOSED
01/01/2024	New Year's Day	CLOSED	CLOSED
01/15/2024	Martin Luther King Day	8:00 AM – 12 NOON	CLOSED
02/19/2024	Presidents' Day	8:00 AM – 12 NOON	CLOSED
03/29/2024	Good Friday	8:00 AM – 12 NOON	CLOSED
10/14/2024	Columbus Day	8:00 AM – 12 NOON	CLOSED
11/11/2024	Veterans' Day	8:00 AM – 12 NOON	CLOSED
11/28/2024	Thanksgiving Day	CLOSED	CLOSED
11/29/2024	Day after Thanksgiving	8:00 AM – 12 NOON	8:00 AM – 11:30 AM
12/25/2024	Christmas Day	CLOSED	CLOSED
*Transfer Station operating hours extended until 12:00 NOON on Saturdays during the months of July and August, and on May 25 <sup>th</sup> and August 31 <sup>st</sup> , 2024.			
SUMMER SCHEDULE EFFECTIVE:		SANITARY LANDFILL COMPLEX	TRANSFER STATION
05/16/2024 – 09/20/2024		RECYCLING FACILITY (IPF)	
	MONDAY THROUGH FRIDAY	6:30 AM – 4:00 PM	7:30 AM – 3:30 PM
	SATURDAYS	6:30 AM – 12 NOON	7:30 AM – 11:30 AM
	SUNDAYS	CLOSED	CLOSED
05/27/2024	Memorial Day	6:30 AM – 1:00 PM	7:30 AM – 12 NOON
07/04/2024	Independence Day	6:30 AM – 1:00 PM	7:30 AM – 12 NOON
09/02/2024	Labor Day	6:30 AM – 1:00 PM	7:30 AM – 12 NOON

# Cape May County Municipal Utilities Authority

## RESOLUTION NO. 126-23

### RESOLUTION APPROVING THE CMCMUA SOLID WASTE AND RECYCLING USER FEES AND SURCHARGES EFFECTIVE JANUARY 1, 2024

**WHEREAS**, the Cape May County Municipal Utilities Authority ("Authority"/"CMCMUA") has made available copies of the proposed "Cape May County Municipal Utilities Authority Solid Waste and Recycling User Fees and Surcharges, Effective January 1, 2024", to the public for inspection at the offices of the Clerk of all Cape May County municipalities, the Lower Township, Middle Township and Upper Township Branches of the Cape May County Library, the office of the Board of County Commissioners, the office of the Cape May County Municipal Utilities Authority and on the Authority's website from September 12, 2023 through and including October 4, 2023; and,

**WHEREAS**, notice of the availability of the proposed "Cape May County Municipal Utilities Authority Solid Waste and Recycling User Fees and Surcharges, Effective January 1, 2024", and the designated time and place of the aforesaid Public Hearing was published in the official newspapers of the Authority, The Press of Atlantic City and the Daily Journal, both on September 12, 2023, respectively; and,

**WHEREAS**, the Authority held a Public Hearing regarding the proposed "Cape May County Municipal Utilities Authority Solid Waste and Recycling User Fees and Surcharges, Effective January 1, 2024" on October 4, 2023; and,

**WHEREAS**, a record of the Public Hearing was made and a transcript will be available upon request to interested parties at a reasonable fee; and,

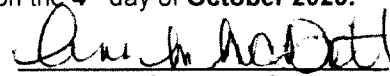
**WHEREAS**, the proposed User Fees and Surcharges, as contained in the document entitled, "Cape May County Municipal Utilities Authority Solid Waste and Recycling User Fees and Surcharges, Effective January 1, 2024", are considered by the CMCMUA to be both necessary and reasonable.

**NOW, THEREFORE, BE IT RESOLVED** by the Cape May County Municipal Utilities Authority, a body corporate and politic of the State of New Jersey, that the provisions provided in the document entitled "Cape May County Municipal Utilities Authority Solid Waste and Recycling User Fees and Surcharges, Effective January 1, 2024" are hereby adopted and approved and shall take effect on January 1, 2024 and shall remain in full force and effect until and unless further amended.

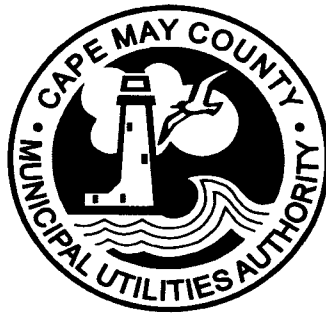
**BE IT FURTHER RESOLVED** that a copy of the "Cape May County Municipal Utilities Authority Solid Waste and Recycling User Fees and Surcharges, Effective January 1, 2024", shall at all times be kept on file, until further amended, at the principal offices of the Cape May County Municipal Utilities Authority and shall at all reasonable times be available for public inspection.

	Motion	Second	Yes	No	Abstain	Absent
Mr. Burns		X	X			
Ms. Callinan	X		X			
Ms. Heenan			X			
Mr. Matalucci			X			
Mr. Rixey			X			
Mr. Saduk			X			
Mr. Betts			X			

I hereby certify the foregoing to be a true and correct copy of Resolution No. **126-23** adopted by the Cape May County Municipal Utilities Authority at its Regular Meeting on the **4<sup>th</sup>** day of **October 2023**.

  
Assistant Corporate Secretary

CAPE MAY COUNTY  
MUNICIPAL UTILITIES AUTHORITY  
SOLID WASTE AND RECYCLING USER FEES AND SURCHARGES



Adopted  
January 1, 2024

Effective 01/01/24

**CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
SOLID WASTE AND RECYCLING USER FEES AND SURCHARGES**

SOLID WASTE TYPE	DESCRIPTION	SANITARY LANDFILL	TRANSFER STATION
10	<b>MUNICIPAL WASTE</b> Household Garbage	\$83.19 per ton	\$83.19 per ton
10F	<b>MUNICIPAL WASTE</b> Roadside litter & debris collected along County and State Roads by the CMC Road Department (Excludes Construction and Demolition Waste)	NO CHARGE	NO CHARGE
13	<b>DRY BULKY WASTE</b> Large items of mixed waste material, such as furniture and mattresses, not classified as Construction & Demolition Waste.	\$83.19 per ton	\$83.19 per ton 9,000 lb. gross scale weight limitation
13C	<b>CONSTRUCTION &amp; DEMOLITION WASTE</b> Building material and rubble resulting from construction, remodeling, and repair & demolition operations on houses, commercial buildings, pavement & other structures. (10 ft. length limitation)	\$98.34 per ton	\$98.34 per ton 9,000 lb. gross scale weight limitation
23	<b>VEGETATIVE WASTE</b> (non-recyclable vegetative waste)	\$83.19 per ton	NOT ACCEPTED
25	<b>ANIMAL &amp; FOOD PROCESSING WASTE</b>	\$83.19 per ton	NOT ACCEPTED
27	<b>DRY INDUSTRIAL WASTE</b>	\$82.13 per ton	NOT ACCEPTED
27A	<b>ASBESTOS CONTAINING WASTE</b> Includes loose asbestos, asbestos piping, asbestos sheetrock, shingles and tile. (request specific Advisory for detailed information)	\$144.47 per ton	NOT ACCEPTED

RECYCLING TYPE	DESCRIPTION	SANITARY LANDFILL	TRANSFER STATION
SS	<b>SINGLE STREAM (recyclable paper, cans and bottles)</b> Newspapers, magazines, paperback books, office paper, junk mail, cardboard and clean pizza boxes, paper bags, gift and powdered detergent boxes, dry food boxes (all liners removed), non-foil wrapping paper, clear, food and beverage bottles, jugs and jars, aluminum and steel (tin) food and beverage cans, plastic bottles and containers including food, health, beauty and cleaning product containers and other rigid plastic containers 2-1/2 gallons in size or less.	NO CHARGE	NO CHARGE
13SR	<b>TIRES - PASSENGER</b> Clean loads of source-separated car & truck tires (less than 12 inches across the tread) delivered to the Landfill.	\$375.00 per ton	Maximum of 5 tires per non NJDEP registered passenger vehicle @ \$4.00 per tire.
13TL	<b>TIRES-NON-PASSENGER/OVERSIZED</b> Includes lawnmower, wheelbarrow, golf cart, tires more than 4 ft. in diameter and 12 inches across.	\$425.00 per ton	NOT ACCEPTED
13T	<b>TIRES MIXED WITH DEBRIS</b>	\$425.00 per ton	NOT ACCEPTED
ELNC	<b>NJ E-WASTE NON-COVERED ELECTRONICS DEVICES</b> (Includes DVD's, VCR's, radios, stereos, telephones, etc.)	NO CHARGE	NO CHARGE
ELF/ELCO	<b>NJ E-WASTE COVERED ELECTRONICS DEVICES</b> (Desktop or personal computers, computer monitors, portable computers, desktop printers, desktop fax machines and televisions)	NO CHARGE	NO CHARGE
SM	<b>SCRAP METAL</b> Includes source separated aluminum, iron, copper, and sheet metal.	NO CHARGE	NO CHARGE
13WG	<b>WHITE GOODS - NON CFC/FREON CONTAINING</b> Includes source separated washers, dryers, stoves & water heaters.	NO CHARGE	NO CHARGE
CFC	<b>WHITE GOODS - CFC/FREON CONTAINING WHITE GOODS</b> Includes refrigerators, freezers & air conditioners.	\$12.00 per unit	\$12.00 per unit
TANK	<b>PROPANE TANKS</b> Empty 20-30 lbs. or less.	\$7.00 per tank	\$7.00 per tank
13WP	<b>WOOD PALLETS</b> Consists of wood – no contaminants	NO CHARGE	NO CHARGE
23BC	<b>BED CLEANOUT</b> Existing flower bed cleanouts including old mulch (no trash accepted)	\$40.00 per ton	NOT ACCEPTED
23C	<b>LEAVES &amp; GRASS CLIPPINGS</b>	\$14.00 per ton	NOT ACCEPTED
23H	<b>BRUSH, TREE BRANCHES &amp; LIMBS</b>	\$40.00 per ton	NOT ACCEPTED
23S	<b>STUMPS &amp; TRUNKS</b> Clean loads of Stumps & Trunks not greater than 10 ft. in length.	\$40.00 per ton	NOT ACCEPTED
23T	<b>CHRISTMAS TREES (accepted 12/26-1/31)</b>	NO CHARGE	NO CHARGE
MOIL	<b>USED MOTOR OIL/OIL FILTERS</b> Limit of 5 gals. & 5 filters per person per day Motor oil may be mixed with kerosene and #2 heating oil.	\$1.00 per gal \$1.00 per filter	\$1.00 per gal \$1.00 per filter
ANTI	<b>ANTIFREEZE</b> Antifreeze which is free of contaminants when delivered in quantities up to 5 gallons per day.	NO CHARGE	NO CHARGE
PAINT	<b>PAINT RECYCLING PROGRAM FOR LATEX &amp; OIL-BASED PAINT</b>	NOT ACCEPTED	\$3.00 per gal/\$13.00 per 5 gal
FILM	<b>PLASTIC FILM</b> Boat Shrink Wrap, Greenhouse Film & other pre-approved plastic film.	NO CHARGE	NO CHARGE
27E	<b>CONTAMINATED SOIL</b> Accepted with the appropriate classification letters as per the CMCMUA Terms & Conditions for the Use of the CMCMUA Solid Waste and Recycling Facilities.	\$20.00 per ton	NOT ACCEPTED
	<b>MOBILE HOMES/OVERSIZED TRAILERS</b> Any mobile home, camping trailer or other oversized items too large to be weighed on the Authority's scales (Items over 12 feet wide and 60 feet in length) shall be charged a flat rate disposal fee of \$1,000.00.	\$1,000.00 per flat rate fee	NOT ACCEPTED

**Note:** There is a minimum disposal charge of **\$7.00** for all Solid Waste and Recycling Disposal having a per ton tipping fee.  
(Sanitary Landfill Location: 2050 Route 610, Woodbine, NJ 08270 / Transfer Station Location: 650 Shunpike Road, Burleigh, NJ 08210)  
For Further Information, visit our website: [www.cmcmua.com](http://www.cmcmua.com) or call 609-465-9026

**SUMMARY OF SURCHARGES ESTABLISHED  
BY THE CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY**

1. **Prohibited Waste** - Includes unprepared asbestos, hazardous waste, sewage or septic wastes, infectious waste, medical waste (regulated) and out-of-County waste.

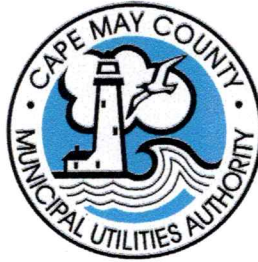
**SURCHARGE:**

1st Offense - Flat Rate of \$ 500.00 plus \$ 250.00 per ton  
2nd Offense - Flat Rate of \$ 1,000.00 plus \$ 500.00 per ton  
3rd Offense - Flat Rate of \$ 2,000.00 plus \$ 1,000.00 per ton

In addition to the above noted surcharges, any customer who disposes of waste material which is specifically prohibited by the CMCMUA shall also be liable for all costs associated with the removal, proper disposal and clean-up of such prohibited wastes, including any surcharges or penalties the CMCMUA receives from State and/or Federal regulatory agencies as a result of the specific violation. Furthermore, such violations may result in revocation of disposal privileges at all CMCMUA facilities.

2. **Assistance for Reloading Vehicles** – A minimum reloading fee of \$100.00 per incident will be charged to customers who unload unacceptable waste on the Secure Sanitary Landfill working face. If reloading the vehicle is not an option, the customer will be assessed a surcharge of \$200.00 per ton in addition to the applicable solid waste type tip fee.
3. **Excess Designated Recyclables in Loads of Solid Waste** – Loads of Solid Waste which contain designated recyclables in excess of 5% by volume of the total load will be assessed a surcharge of \$200.00 per ton in addition to the applicable solid waste type tip fee.
4. **Processing of Low Revenue Recyclables at the IPF**  
This low revenue recyclables surcharge will be assessed on any load of recyclables from which high value recyclables, such as aluminum or corrugated cardboard has been removed. The surcharge shall be established based on the composition and market value of the incoming recyclables delivered to the IPF plus a \$200.00 fee per incident.
5. **Contaminated Recyclables** - Recyclable material mixed with other waste types which cause the recyclables to be unprocessable shall be assessed a surcharge of \$200.00 per ton in addition to the applicable solid waste type tip fee to cover the Authority's cost for disposal of the contaminated recyclables and recover the loss of potential revenue from the sale of recyclable material.
6. **Assistance Fee for Unloading Vehicles** – A lump sum fee of \$100.00 per incident will be charged to customers whose vehicles experience a mechanical malfunction or are otherwise unable to discharge their load and request assistance from the CMCMUA in unloading their containers/vehicles. The CMCMUA and its employees shall not be held liable for any damage which results to the customer's vehicle or container while providing such assistance.
7. **Origin & Disposal Form Misrepresentation**  
Customers who misrepresent information on the CMCMUA's Origin & Disposal Form shall be assessed a per ton surcharge as follows:
- 1st Offense - \$ 100.00 per ton  
2nd Offense - \$ 250.00 per ton  
3rd Offense - \$ 500.00 per ton





## Cape May County Municipal Utilities Authority

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

January 8, 2024

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

RE: Regional Pump Station Flows – December 2023

Dear Ms. Gimeno:

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

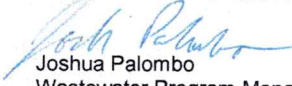
In addition to the flow meter details that have been provided in the past flow reports, a flow summary has been added to the first page of the report. The flow summary consists of two (2) tables which provide data in the form of the flow as a percentage of the total received by the Authority. The first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

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

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

Very truly yours,

CAPE MAY COUNTY  
MUNICIPAL UTILITIES AUTHORITY

  
Joshua Palombo  
Wastewater Program Manager

JP:amm

Attachments

cc: Ms. Patty Haigh

Mr. John Feariheller

Ms. Jacquelyn Weaver, NJ American Water Company

Mr. Andrew Previti – Maser Consulting P.A.

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

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

Ms. Lauren Purdom – County of Cape May

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

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

The CFOs of Cape May, Middle Township and Wildwood Crest

Mr. Ike Gandy, Committeeman – Township of Middle

Mr. James Norris, Committeeman – Township of Middle

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

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

Mr. Mike Allegretto, City of Ocean City

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

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

Mr. Michael McIntyre – City of Wildwood

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

The Mayors and Clerks of:

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

File



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

Dec 2023

Billing Party	Million Gallons	% of Total
New Jersey American Water	79.876	26.56%
Middle Township	30.718	10.21%
City of North Wildwood	29.394	9.77%
Borough Avalon	28.623	9.52%
City of Cape May	28.402	9.44%
City of Wildwood	27.667	9.20%
City of Sea Isle City	23.811	7.92%
Borough of Wildwood Crest	22.233	7.39%
Borough of Stone Harbor	10.145	3.37%
Borough of West Wildwood	6.333	2.11%
Borough of West Cape May	5.174	1.72%
Borough of Cape May Point	4.409	1.47%
Board of County Commissioners	2.159	0.72%
Lower Township MUA	1.794	0.60%
New Jersey Turnpike Authority	0.032	0.01%
<b>Total</b>	<b>300.770</b>	<b>100.00%</b>

Location	Million Gallons	% of Total
Ocean City	79.876	26.56%
North Wildwood	29.394	9.77%
Avalon	28.623	9.52%
Cape May City	28.402	9.44%
Wildwood	27.667	9.20%
Sea Isle	23.811	7.92%
Wildwood Crest	22.233	7.39%
Cape May Court House	12.296	4.09%
Rio Grande	11.665	3.88%
Stone Harbor	10.145	3.37%
West Wildwood	6.333	2.11%
Court House South	5.268	1.75%
West Cape May	5.174	1.72%
Cape May Point	4.409	1.47%
Crest Haven	2.159	0.72%
Shawcrest	1.794	0.60%
Stone Harbor Blvd	0.812	0.27%
Avalon Manor	0.622	0.21%
Harbor Bay Center	0.055	0.02%
Oceanview Service Area	0.032	0.01%
<b>Total</b>	<b>300.770</b>	<b>100.00%</b>



CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY  
YEAR TO DATE SUMMARY

Dec 2023

Billing Party	YTD MG	YTD % of Total
New Jersey American Water	1064.289	27.52%
City of Wildwood	381.836	9.87%
City of North Wildwood	377.190	9.75%
Borough Avalon	368.224	9.52%
City of Sea Isle City	356.348	9.21%
City of Cape May	335.933	8.69%
Middle Township	330.636	8.55%
Borough of Wildwood Crest	320.418	8.28%
Borough of Stone Harbor	140.981	3.64%
Borough of West Wildwood	68.266	1.76%
Borough of West Cape May	49.656	1.28%
Borough of Cape May Point	28.088	0.73%
Board of County Commissioners	24.918	0.64%
Lower Township MUA	20.422	0.53%
New Jersey Turnpike Authority	0.587	0.02%
<b>Total</b>	<b>3867.792</b>	<b>100.00%</b>

Location	YTD MG	YTD % of Total
Ocean City	1064.289	27.52%
Wildwood	381.836	9.87%
North Wildwood	377.190	9.75%
Avalon	368.224	9.52%
Sea Isle	356.348	9.21%
Cape May City	335.933	8.69%
Wildwood Crest	320.418	8.28%
Stone Harbor	140.981	3.64%
Cape May Court House	130.512	3.37%
Rio Grande	120.038	3.10%
West Wildwood	68.266	1.76%
Court House South	58.975	1.52%
West Cape May	49.656	1.28%
Cape May Point	28.088	0.73%
Crest Haven	24.918	0.64%
Shawcrest	20.422	0.53%
Stone Harbor Blvd	11.722	0.30%
Avalon Manor	8.650	0.22%
Harbor Bay Center	0.740	0.02%
Oceanview Service Area	0.587	0.02%
<b>Total</b>	<b>3867.792</b>	<b>100.00%</b>

Report Month Dec  
Year 2023

Dec 2023  
AUTHORITY FLOW REPORT DETAIL FOR OCEAN CITY WTF

Date	32nd Totalizer	32nd Flow in MG	46th Totalizer	46th Flow in MG	OC WTF TOTAL FLOW in MG	32nd % of Flow	46th % of Flow
12/1/2023	2349728256	1.858	1190385000	0.351	2.21	84.1%	15.9%
12/2/2023	2351586560	1.807	1190736000	0.350	2.16	83.8%	16.2%
12/3/2023	2353393408	2.095	1191086000	0.328	2.42	86.5%	13.5%
12/4/2023	2355488768	1.833	1191414000	0.295	2.13	86.1%	13.9%
12/5/2023	2357321984	1.675	1191709000	0.276	1.95	85.9%	14.1%
12/6/2023	2358996992	1.646	1191985000	0.285	1.93	85.2%	14.8%
12/7/2023	2360642560	1.607	1192270000	0.290	1.90	84.7%	15.3%
12/8/2023	2362249216	1.451	1192560000	0.271	1.72	84.3%	15.7%
12/9/2023	2363700224	1.780	1192831000	0.320	2.10	84.8%	15.2%
12/10/2023	2365480432	2.667	1193151000	0.451	3.12	85.5%	14.5%
12/11/2023	2368146944	2.286	1193602000	0.348	2.63	86.8%	13.2%
12/12/2023	2370433024	2.157	1193950000	0.350	2.51	86.0%	14.0%
12/13/2023	2372589568	1.799	1194300000	0.294	2.09	86.0%	14.0%
12/14/2023	2374388992	1.743	1194594000	0.300	2.04	85.3%	14.7%
12/15/2023	2376131840	1.731	1194894000	0.302	2.03	85.1%	14.9%
12/16/2023	2377863168	1.901	1195196000	0.348	2.25	84.5%	15.5%
12/17/2023	2379764480	3.312	1195544000	0.686	4.00	82.8%	17.2%
12/18/2023	2383076096	3.766	1196230000	0.618	4.38	85.9%	14.1%
12/19/2023	2386841892	2.729	1196848000	0.432	3.16	86.3%	13.7%
12/20/2023	2389571072	2.552	1197280000	0.403	2.95	86.4%	13.6%
12/21/2023	2392122624	2.310	1197683000	0.369	2.68	86.2%	13.8%
12/22/2023	2394432768	2.292	1198052000	0.361	2.65	86.4%	13.6%
12/23/2023	2396724736	2.236	1198413000	0.352	2.59	86.4%	13.6%
12/24/2023	2398961152	2.081	1198765000	0.329	2.41	86.3%	13.7%
12/25/2023	2401042176	2.053	1199094000	0.336	2.39	85.9%	14.1%
12/26/2023	2403095296	2.053	1199430000	0.339	2.39	85.8%	14.2%
12/27/2023	2405148672	2.435	1199769000	0.420	2.86	85.3%	14.7%
12/28/2023	2407584000	2.930	1200189000	0.472	3.40	86.1%	13.9%
12/29/2023	2410514432	2.594	1200661000	0.429	3.02	85.8%	14.2%
12/30/2023	2413108224	2.547	1201090000	0.440	2.99	85.3%	14.7%
12/31/2023	2415655424	2.389	1201530000	0.415	2.80	85.2%	14.8%

Min		1.451		0.271	1.722
Max		3.766		0.686	4.384
Avg		2.204		0.373	2.577
Total		68.316		11.560	79.876

Dec 2023  
Comments

AUTHORITY FLOW REPORT DETAIL FOR OCEAN CITY WTF

No comments.



Report Month  
Year

Dec  
2023

Dec 2023

AUTHORITY FLOW REPORT DETAIL FOR CAPE MAY WTF

Date	Madison Totalizer	Madison Flow in MG	Claghorn Totalizer	Claghorn Flow in MG	West Cape May Totalizer	West Cape May Flow in MG	Coral Totalizer	Coral Flow in MG	Cape May City Flow in MG	CM WTF TOTAL FLOW in MG	Madison % of Flow	Claghorn % of Flow	West Cape May % of Flow	Cape May Point % of Flow
12/1/2023	29083508	0.600	1001465198	0.309	1862178	0.129	41574075	0.052	0.780	0.961	62.4%	18.7%	13.4%	5.4%
12/2/2023	29089509	0.837	1001773890	0.485	1863467	0.187	41626404	0.076	1.135	1.398	59.9%	21.3%	13.4%	5.4%
12/3/2023	29097881	0.734	1002258740	0.336	1865335	0.131	41702396	0.059	0.938	1.129	65.0%	18.2%	11.6%	5.2%
12/4/2023	29105216	0.687	1002595132	0.302	1866649	0.124	41761448	0.053	0.865	1.042	65.9%	17.1%	11.9%	5.1%
12/5/2023	29112083	0.792	1002897077	0.252	1867888	0.105	41814558	0.046	0.939	1.090	72.6%	13.5%	9.6%	4.2%
12/6/2023	29120000	0.675	1003149570	0.254	1868939	0.107	41860318	0.048	0.822	0.977	69.1%	15.1%	10.9%	4.9%
12/7/2023	29126750	0.650	1003403307	0.254	1870005	0.107	41908216	0.038	0.797	0.942	69.0%	15.6%	11.3%	4.1%
12/8/2023	29133250	0.685	1003657249	0.289	1871070	0.109	41946568	0.044	0.864	1.018	67.3%	17.6%	10.7%	4.4%
12/9/2023	29140100	0.690	1003945817	0.313	1872161	0.113	41990937	0.049	0.890	1.052	65.6%	19.0%	10.7%	4.7%
12/10/2023	29147000	0.592	1004258851	0.535	1873292	0.194	42040109	0.110	0.933	1.237	47.9%	27.6%	15.7%	8.9%
12/11/2023		0.605	1004793745	0.431	1875232	0.174	42149609	0.059	0.862	1.095	55.3%	23.5%	15.9%	5.4%
12/12/2023		0.571	1005224604	0.360	1876973	0.153	42208441	0.079	0.778	1.010	56.5%	20.5%	15.2%	7.9%
12/13/2023		0.618	1005584967	0.334	1878506	0.139	42287824	0.106	0.813	1.058	58.4%	18.4%	13.1%	10.0%
12/14/2023		0.630	1005919065	0.309	1879896	0.129	42393872	0.156	0.809	1.094	57.5%	16.4%	11.8%	14.2%
12/15/2023		0.855	1006227696	0.311	1881184	0.121	42549743	0.265	1.045	1.431	59.8%	13.3%	8.5%	18.5%
12/16/2023		1.054	1006538369	0.953	1882393	0.136	42814532	0.256	1.270	1.662	63.4%	13.0%	8.2%	15.4%
12/17/2023		0.912	1006891010	0.667	1883755	0.268	43070433	0.285	1.311	1.864	48.9%	21.4%	14.4%	15.3%
12/18/2023		0.768	1007558460	0.869	1886435	0.347	43355420	0.459	1.291	2.097	36.6%	24.9%	16.5%	21.9%
12/19/2023		0.692	1008427580	0.507	1889902	0.232	43814640	0.298	0.967	1.497	46.2%	18.4%	15.5%	19.9%
12/20/2023		0.684	1008934738	0.454	1892218	0.207	44112464	0.172	0.931	1.310	52.2%	18.8%	15.8%	13.1%
12/21/2023		0.732	1009388923	0.392	1894291	0.181	44284350	0.137	0.943	1.261	58.1%	16.8%	14.4%	10.8%
12/22/2023		0.643	1009781104	0.410	1896101	0.187	44420960	0.171	0.866	1.224	52.9%	18.3%	15.3%	14.0%
12/23/2023		0.655	1010191506	0.450	1897969	0.208	44592138	0.173	0.896	1.277	51.3%	18.9%	16.3%	13.5%
12/24/2023		0.576	1010641068	0.332	1900047	0.167	44764788	0.145	0.741	1.052	54.7%	15.7%	15.9%	13.8%
12/25/2023		0.558	1010972790	0.348	1901716	0.181	44909596	0.168	0.725	1.073	52.0%	15.5%	16.9%	15.6%
12/26/2023		0.566	1011320495	0.364	1903525	0.171	45077134	0.147	0.759	1.077	52.6%	17.9%	15.9%	13.6%
12/27/2023		0.625	1011684452	0.363	1905237	0.157	45224016	0.141	0.831	1.129	55.4%	18.3%	13.9%	12.5%
12/28/2023		0.651	1012047486	0.426	1906804	0.182	45364853	0.167	0.896	1.244	52.3%	19.6%	14.6%	13.4%
12/29/2023		0.665	1012473868	0.401	1908623	0.175	45531464	0.154	0.891	1.220	54.5%	18.5%	14.3%	12.7%
12/30/2023		0.630	1012874460	0.434	1910368	0.190	45685940	0.157	0.873	1.220	51.6%	20.0%	15.6%	12.8%
12/31/2023		0.741	1013308080	0.363	1912267	0.165	45842568	0.140	0.938	1.244	59.5%	15.9%	13.3%	11.3%
Min		0.558		0.252		0.105		0.038	0.725	0.942				
Max		1.054		0.869		0.347		0.459	1.311	2.097				
Avg		0.689		0.394		0.167		0.142	0.916	1.225				
Total		21.370		12.206		5.174		4.409	28.402	37.985				

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Comments

AUTHORITY FLOW REPORT DETAIL FOR CAPE MAY WTF

Madison Ave is undergoing SCADA Conversion so flows are estimated for December 10th - December 31st

Report Month  
Year

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AUTHORITY FLOW REPORT DETAIL FOR SEVEN MILE/MIDDLE WTF

Date	69th Totalizer	Sea Isle Flow in MG	81st Totalizer	Stone Harbor Flow in MG	39th Totalizer	39th Flow in MG	15th Totalizer	15th Flow in MG	Avalon City Flow in MG	Avalon Manor Totalizer	Avalon Manor Flow in MG	Stone Harbor Totalizer	Stone Harbor Manor Flow in MG
12/1/2023	2884268	0.695	10685734	0.302	136527	0.361	105922	0.396	0.757	43731	0.024	44636	0.007
12/2/2023	2884962	0.803	10686036	0.348	136888	0.434	106318	0.444	0.878	43754	0.030	44642	0.008
12/3/2023	2885765	0.775	10686384	0.376	137322	0.436	106762	0.449	0.885	43784	0.024	44650	0.008
12/4/2023	2886540	0.740	10686760	0.306	137758	0.392	107211	0.318	0.710	43808	0.020	44658	0.008
12/5/2023	2887280	0.652	10687066	0.241	138150	0.323	107529	0.344	0.667	43829	0.021	44666	0.007
12/6/2023	2887931	0.634	10687307	0.252	138473	0.307	107873	0.318	0.625	43850	0.018	44672	0.007
12/7/2023	2888565	0.627	10687559	0.232	138780	0.296	108191	0.378	0.674	43867	0.019	44679	0.006
12/8/2023	2889192	0.620	10687791	0.240	139075	0.298	108569	0.360	0.658	43886	0.014	44685	0.007
12/9/2023	2889813	0.647	10688031	0.265	139373	0.321	108929	0.372	0.693	43900	0.020	44692	0.007
12/10/2023	2890459	1.026	10688296	0.558	139694	0.582	109301	0.587	1.169	43920	0.035	44699	0.011
12/11/2023	2891486	0.759	10688854	0.350	140276	0.843	109888	0.479	1.322	43955	0.021	44709	0.007
12/12/2023	2892245	0.745	10689204	0.315	141119	0.414	110367	0.488	0.902	43975	0.019	44716	0.006
12/13/2023	2892990	0.619	10689519	0.228	141533	0.335	110855	0.403	0.738	43994	0.013	44721	0.006
12/14/2023	2893609	0.690	10689747	0.238	141867	0.356	111258	0.477	0.833	44007	0.018	44727	0.008
12/15/2023	2894299	0.629	10689985	0.232	142223	0.312	111735	0.408	0.720	44026	0.014	44735	0.004
12/16/2023	2894928	0.728	10690217	0.255	142535	0.335	112143	0.480	0.815	44040	0.019	44739	0.008
12/17/2023	2895656	1.171	10690472	0.726	142870	0.819	112623	0.670	1.489	44058	0.035	44747	0.012
12/18/2023	2896827	1.079	10691198	0.489	143689	0.743	113293	1.005	1.748	44094	0.025	44759	0.008
12/19/2023	2897905	0.795	10691687	0.385	144432	0.508	114298	0.639	1.147	44119	0.019	44766	0.008
12/20/2023	2898700	0.735	10692072	0.297	144940	0.409	114937	0.605	1.014	44138	0.018	44774	0.007
12/21/2023	2899435	0.742	10692369	0.305	145349	0.402	115542	0.571	0.973	44157	0.015	44781	0.007
12/22/2023	2900177	0.728	10692674	0.289	145751	0.379	116113	0.462	0.841	44172	0.019	44787	0.008
12/23/2023	2900905	0.670	10692963	0.266	146130	0.348	116575	0.413	0.761	44190	0.013	44795	0.008
12/24/2023	2901575	0.613	10693229	0.240	146479	0.332	116988	0.385	0.717	44204	0.018	44803	0.007
12/25/2023	2902188	0.703	10693469	0.279	146810	0.385	117373	0.438	0.823	44222	0.015	44810	0.008
12/26/2023	2902891	0.662	10693748	0.251	147195	0.354	117811	0.306	0.660	44236	0.014	44817	0.007
12/27/2023	2903554	0.741	10693999	0.376	147550	0.448	118117	0.548	0.996	44250	0.019	44824	0.008
12/28/2023	2904294	0.914	10694375	0.444	147997	0.531	118665	0.594	1.125	44269	0.026	44832	0.009
12/29/2023	2905208	0.856	10694819	0.362	148528	0.465	119259	0.634	1.099	44295	0.016	44841	0.009
12/30/2023	2906065	0.892	10695181	0.321	148994	0.447	119893	0.568	1.015	44311	0.019	44849	0.011
12/31/2023	2906957	1.122	10695502	0.377	149440	0.515	120461	0.656	1.171	44330	0.022	44860	0.012
Min		0.613		0.228		0.296		0.306	0.625		0.013		0.004
Max		1.171		0.726		0.843		1.005	1.748		0.035		0.012
Avg		0.768		0.327		0.433		0.490	0.923		0.020		0.008
Total		23.811		10.145		13.428		15.195	28.623		0.622		0.236



Dec 2023  
 AUTHORITY FLOW REPORT DETAIL FOR SEVEN MILE/MIDDLE WTF

Stone Harbor Blvd Totalizer	Stone Harbor Blvd Flow In MG	CMCH Totalizer	CMCH Flow In MG	Crest Haven Totalizer	Crest Haven Flow In MG	Burleigh Totalizer	Burleigh Flow In MG	Mayville Totalizer	Mayville Flow In MG	GSP Totalizer	GSP Flow In MG	Harbor Bay Totalizer	Harbor Bay Flow In MG
74243	0.026	988493	0.357	119476	0.079	218214	0.075	805058	0.157	5032493	0.001	1266470	0.0022
74269	0.029	988849	0.355	119556	0.058	218289	0.073	805215	0.152	5033951	0.001	1268670	0.0020
74297	0.024	989204	0.361	119614	0.060	218362	0.075	805367	0.160	5035082	0.000	1270670	0.0017
74321	0.027	989565	0.393	119673	0.074	218437	0.087	805527	0.172	5035460	0.001	1272350	0.0015
74348	0.024	989958	0.399	119747	0.081	218524	0.079	805699	0.161	5036772	0.000	1273830	0.0020
74372	0.020	990357	0.361	119828	0.071	218602	0.088	805860	0.164	5037011	0.001	1275850	0.0017
74393	0.020	990717	0.346	119899	0.071	218690	0.073	806024	0.152	5038440	0.000	1277590	0.0020
74412	0.028	991064	0.347	119970	0.068	218763	0.080	806176	0.164	5038827	0.001	1279600	0.0015
74440	0.023	991411	0.338	120038	0.054	218844	0.070	806340	0.150	5040215	0.001	1281060	0.0017
74463	0.028	991749	0.430	120092	0.104	218914	0.115	806490	0.203	5041164	0.001	1282760	0.0015
74491	0.028	992179	0.383	120196	0.074	219029	0.092	806693	0.170	5042491	0.000	1284280	0.0022
74519	0.025	992562	0.394	120270	0.075	219121	0.080	806863	0.168	5042861	0.001	1286480	0.0016
74544	0.021	992956	0.360	120345	0.071	219200	0.082	807031	0.149	5044122	0.001	1288060	0.0014
74565	0.024	993316	0.419	120416	0.076	219282	0.093	807180	0.184	5045297	0.001	1289460	0.0022
74589	0.022	993735	0.359	120492	0.062	219375	0.075	807364	0.154	5046002	0.001	1291670	0.0015
74611	0.023	994095	0.375	120554	0.053	219450	0.074	807518	0.163	5047315	0.001	1293160	0.0033
74634	0.039	994469	0.525	120607	0.129	219524	0.123	807681	0.237	5048432	0.001	1296410	0.0005
74673	0.031	994994	0.408	120736	0.058	219647	0.101	807918	0.177	5049558	0.001	1296930	0.0012
74704	0.031	995402	0.429	120794	0.083	219747	0.091	808095	0.182	5050475	0.002	1298100	0.0017
74735	0.028	995831	0.438	120877	0.079	219838	0.092	808277	0.178	5051980	0.001	1299770	0.0027
74763	0.029	996270	0.431	120956	0.078	219930	0.087	808455	0.177	5053425	0.001	1302510	0.0017
74792	0.030	996701	0.425	121034	0.066	220017	0.093	808632	0.185	5054219	0.001	1304220	0.0020
74822	0.024	997126	0.417	121100	0.059	220110	0.066	808817	0.149	5055380	0.001	1306230	0.0017
74846	0.021	997543	0.363	121159	0.045	220176	0.095	808966	0.169	5056479	0.000	1307930	0.0015
74867	0.021	997906	0.407	121204	0.058	220271	0.088	809135	0.169	5056724	0.001	1309450	0.0005
74888	0.024	998313	0.411	121262	0.057	220359	0.077	809304	0.164	5057871	0.001	1309980	0.0014
74912	0.025	998724	0.414	121319	0.078	220436	0.082	809468	0.166	5059111	0.000	1311340	0.0018
74937	0.028	999137	0.422	121397	0.068	220518	0.082	809634	0.168	5059527	0.001	1313130	0.0020
74965	0.031	999560	0.403	121465	0.062	220600	0.080	809802	0.168	5060723	0.002	1315110	0.0023
74997	0.028	999962	0.398	121526	0.057	220680	0.076	809970	0.160	5062886	0.001	1317390	0.0019
75025	0.030	1000361	0.429	121583	0.052	220756	0.093	810130	0.196	5063946	0.001	1319290	0.0021
Min	0.020		0.338		0.045		0.066		0.149		0.000		0.001
Max	0.039		0.525		0.129		0.123		0.237		0.002		0.003
Avg	0.026		0.397		0.070		0.085		0.170		0.001		0.002
Total	0.812		12.296		2.159		2.635		5.268		0.032		0.055

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 AUTHORITY FLOW REPORT DETAIL FOR SEVEN MILE/MIDDLE WTF

SM WTF TOTAL FLOW in MG	69th % of Flow	81st % of Flow	39th % of Flow	15th % of Flow	Avalon Manor % of Flow	Stone Harbor Manor % of Flow	Stone Harbor Blvd % of Flow	CMCH % of Flow	Crest Haven % of Flow	Burleigh % of Flow	Mayville % of Flow	Harbor Bay % of Flow	GSP % of Flow
2.400	28.9%	12.6%	15.0%	16.5%	1.0%	0.3%	0.8%	14.9%	3.3%	3.1%	3.4%	0.09%	0.06%
2.655	30.2%	13.1%	16.3%	16.7%	1.1%	0.3%	0.8%	13.4%	2.2%	2.7%	3.0%	0.08%	0.04%
2.666	29.1%	14.1%	16.4%	16.8%	0.9%	0.3%	0.6%	13.5%	2.2%	2.8%	3.2%	0.06%	0.01%
2.445	30.3%	12.5%	16.0%	13.0%	0.8%	0.3%	0.8%	16.1%	3.0%	3.6%	3.5%	0.06%	0.05%
2.247	29.0%	10.7%	14.4%	15.3%	0.9%	0.3%	0.8%	17.8%	3.6%	3.5%	3.7%	0.09%	0.01%
2.149	29.5%	11.7%	14.3%	14.8%	0.8%	0.3%	0.6%	16.8%	3.3%	4.1%	3.6%	0.08%	0.07%
2.142	29.3%	10.8%	13.8%	17.6%	0.9%	0.3%	0.6%	16.2%	3.3%	3.4%	3.7%	0.09%	0.02%
2.142	29.0%	11.2%	13.9%	16.8%	0.7%	0.3%	1.0%	16.2%	3.2%	3.7%	3.9%	0.07%	0.06%
2.191	29.5%	12.1%	14.6%	17.0%	0.9%	0.3%	0.8%	15.4%	2.5%	3.2%	3.7%	0.08%	0.04%
3.557	28.9%	15.7%	16.4%	16.5%	1.0%	0.3%	0.5%	12.1%	2.9%	3.2%	2.5%	0.04%	0.04%
3.110	24.4%	11.3%	27.1%	15.4%	0.7%	0.2%	0.7%	12.3%	2.4%	3.0%	2.5%	0.07%	0.01%
2.644	28.2%	11.9%	15.6%	18.5%	0.7%	0.2%	0.7%	14.9%	2.8%	3.0%	3.3%	0.06%	0.05%
2.202	28.1%	10.4%	15.2%	18.3%	0.6%	0.2%	0.7%	16.4%	3.2%	3.7%	3.1%	0.06%	0.05%
2.485	27.8%	9.6%	14.3%	19.2%	0.7%	0.3%	0.7%	16.9%	3.0%	3.7%	3.7%	0.09%	0.03%
2.195	28.7%	10.6%	14.2%	18.6%	0.6%	0.2%	0.8%	16.4%	2.8%	3.4%	3.6%	0.07%	0.06%
2.435	29.9%	10.5%	13.7%	19.7%	0.8%	0.3%	0.6%	15.4%	2.2%	3.0%	3.7%	0.13%	0.05%
4.352	26.9%	16.7%	18.8%	15.4%	0.8%	0.3%	0.6%	12.1%	3.0%	2.8%	2.6%	0.01%	0.03%
4.017	26.8%	12.2%	18.5%	25.0%	0.6%	0.2%	0.6%	10.2%	1.5%	2.5%	1.9%	0.03%	0.02%
3.075	25.9%	12.5%	16.5%	20.8%	0.6%	0.3%	0.7%	13.9%	2.7%	2.9%	3.0%	0.05%	0.05%
2.792	26.3%	10.6%	14.7%	21.7%	0.7%	0.2%	0.8%	15.7%	2.8%	3.3%	3.1%	0.10%	0.05%
2.752	27.0%	11.1%	14.6%	20.7%	0.5%	0.2%	0.8%	15.7%	2.8%	3.2%	3.3%	0.06%	0.03%
2.586	28.1%	11.2%	14.7%	17.9%	0.7%	0.3%	0.9%	16.4%	2.6%	3.6%	3.6%	0.08%	0.04%
2.362	28.4%	11.3%	14.7%	17.5%	0.6%	0.3%	0.7%	17.7%	2.5%	2.8%	3.5%	0.07%	0.05%
2.188	28.0%	11.0%	15.2%	17.6%	0.8%	0.3%	0.6%	16.6%	2.1%	4.3%	3.4%	0.07%	0.01%
2.477	28.4%	11.3%	15.6%	17.7%	0.6%	0.3%	0.5%	16.4%	2.3%	3.5%	3.3%	0.02%	0.05%
2.245	29.5%	11.2%	15.8%	18.6%	0.6%	0.3%	0.8%	18.3%	2.5%	3.4%	3.9%	0.06%	0.06%
2.816	26.3%	13.4%	15.9%	19.5%	0.7%	0.3%	0.6%	14.7%	2.8%	2.9%	3.0%	0.06%	0.01%
3.199	28.6%	13.9%	16.6%	18.6%	0.8%	0.3%	0.6%	13.2%	2.1%	2.5%	2.7%	0.06%	0.04%
3.002	28.5%	12.1%	15.5%	21.1%	0.5%	0.3%	0.8%	13.4%	2.0%	2.7%	2.9%	0.08%	0.07%
2.893	30.8%	11.1%	15.4%	19.6%	0.7%	0.4%	0.6%	13.8%	2.0%	2.6%	2.9%	0.07%	0.04%
3.400	33.0%	11.1%	15.1%	19.3%	0.6%	0.3%	0.5%	12.6%	1.5%	2.7%	3.0%	0.06%	0.03%

2.142
4.352
2.704
83.823

Report Month Dec  
Year 2023

Dec 2023  
AUTHORITY FLOW REPORT DETAIL FOR WILDWOOD/LOWER WTF

Date	Oak Totalizer	Oak Flow In MG	10th Totalizer	10th Flow In MG	North Wildwood Flow in MG	Neptune Totalizer	West Wildwood Flow in MG	Spicer Totalizer	Wildwood Flow in MG	Rosemary Totalizer	Wildwood Crest Flow in MG
12/1/2023	277898	0.267	480025	0.427	0.694	68344800	0.143	862223	0.662	1135021	0.512
12/2/2023	278165	0.334	480452	0.606	0.940	68488208	0.191	862885	0.790	1135533	0.566
12/3/2023	278499	0.402	481058	0.763	1.165	68679552	0.256	863675	0.976	1136099	0.690
12/4/2023	278901	0.339	481821	0.554	0.893	68935776	0.197	864651	0.774	1136789	0.525
12/5/2023	279240	0.286	482375	0.449	0.735	69132920	0.164	865425	0.679	1137314	0.554
12/6/2023	279526	0.260	482824	0.407	0.667	69296584	0.149	866104	0.650	1137868	0.517
12/7/2023	279786	0.249	483231	0.380	0.629	69445408	0.136	866754	0.614	1138385	0.490
12/8/2023	280035	0.249	483611	0.381	0.630	69580960	0.132	867368	0.634	1138875	0.469
12/9/2023	280284	0.252	483992	0.390	0.642	69713136	0.134	868002	0.699	1139344	0.481
12/10/2023	280536	0.328	484382	0.588	0.916	69847272	0.195	868701	0.873	1139825	0.589
12/11/2023	280864	0.597	484970	1.251	1.848	70041864	0.473	869574	1.482	1140414	1.028
12/12/2023	281461	0.391	486221	0.643	1.034	70514712	0.221	871056	0.918	1141442	0.757
12/13/2023	281852	0.334	486864	0.525	0.859	70735240	0.180	871974	0.798	1142199	0.665
12/14/2023	282186	0.299	487389	0.465	0.764	70915448	0.155	872772	0.723	1142864	0.621
12/15/2023	282485	0.293	487854	0.419	0.712	71070808	0.146	873495	0.717	1143485	0.580
12/16/2023	282778	0.282	488273	0.419	0.701	71217240	0.143	874212	0.724	1144065	0.590
12/17/2023	283060	0.322	488692	0.526	0.848	71360256	0.179	874936	0.881	1144655	0.656
12/18/2023	283382	0.939	489218	2.369	3.308	71539384	0.879	875817	2.931	1145311	1.795
12/19/2023	284321	0.479	491587	0.788	1.267	72418592	0.275	878748	1.133	1147106	1.164
12/20/2023	284800	0.379	492375	0.595	0.974	72693392	0.210	879881	0.914	1148270	0.954
12/21/2023	285179	0.342	492970	0.492	0.834	72903856	0.174	880795	0.848	1149224	0.865
12/22/2023	285521	0.327	493462	0.462	0.789	73077888	0.158	881643	0.797	1150089	0.798
12/23/2023	285848	0.302	493924	0.434	0.736	73236024	0.147	882440	0.761	1150887	0.733
12/24/2023	286150	0.285	494358	0.402	0.687	73382904	0.143	883201	0.733	1151620	0.614
12/25/2023	286435	0.264	494760	0.354	0.618	73526072	0.132	883934	0.671	1152234	0.562
12/26/2023	286699	0.271	495114	0.367	0.638	73657760	0.119	884605	0.686	1152796	0.625
12/27/2023	286970	0.281	495481	0.415	0.696	73776272	0.146	885291	0.744	1153421	0.652
12/28/2023	287251	0.467	495896	0.879	1.346	73922584	0.254	886035	1.175	1154073	0.948
12/29/2023	287718	0.393	496775	0.615	1.008	74176696	0.190	887210	0.942	1155021	0.831
12/30/2023	288111	0.367	497390	0.560	0.927	74366312	0.151	888152	0.888	1155852	0.765
12/31/2023	288478	0.352	497950	0.537	0.889	74527184	0.161	889040	0.850	1156617	0.637
Min		0.249		0.354	0.618		0.119		0.614		0.469
Max		0.939		2.369	3.308		0.879		2.931		1.795
Avg		0.353		0.596	0.948		0.204		0.892		0.717
Total		10.932		18.462	29.394		6.333		27.667		22.233



Dec 2023  
AUTHORITY FLOW REPORT DETAIL FOR WILDWOOD/LOWER WTF

Shawcrest Totalizer	Shawcrest Flow in MG	Rio Grande Totalizer	Rio Grande Flow in MG	WW WWTF TOTAL FLOW in MG	Oak % of Flow	10th % of Flow	Neptune % of Flow	Spicer % of Flow	Rosemary % of Flow	Shawcrest % of Flow	Rio Grande % of Flow
2362960	0.046	1073950	0.314	2.371	11.3%	18.0%	6.0%	27.9%	21.6%	1.9%	13.2%
2363415	0.055	1074264	0.310	2.853	11.7%	21.2%	6.7%	27.7%	19.8%	1.9%	10.9%
2363967	0.086	1074574	0.334	3.507	11.5%	21.8%	7.3%	27.8%	19.7%	2.5%	9.5%
2364828	0.051	1074908	0.322	2.762	12.3%	20.1%	7.1%	28.0%	19.0%	1.8%	11.7%
2365334	0.043	1075230	0.326	2.501	11.4%	18.0%	6.5%	27.2%	22.2%	1.7%	13.0%
2365764	0.038	1075556	0.323	2.344	11.1%	17.4%	6.3%	27.7%	22.1%	1.6%	13.8%
2366145	0.036	1075879	0.319	2.224	11.2%	17.1%	6.1%	27.6%	22.0%	1.6%	14.3%
2366505	0.034	1076198	0.318	2.217	11.2%	17.2%	6.0%	28.6%	21.2%	1.5%	14.3%
2366848	0.033	1076516	0.319	2.309	10.9%	16.9%	5.8%	30.3%	20.8%	1.4%	13.8%
2367182	0.076	1076835	0.341	2.989	11.0%	19.7%	6.5%	29.2%	19.7%	2.5%	11.4%
2367938	0.123	1077176	0.397	5.351	11.2%	23.4%	8.8%	27.7%	19.2%	2.3%	7.4%
2369167	0.047	1077573	0.373	3.350	11.7%	19.2%	6.6%	27.4%	22.6%	1.4%	11.1%
2369637	0.040	1077946	0.333	2.876	11.6%	18.3%	6.3%	27.8%	23.1%	1.4%	11.6%
2370041	0.041	1078279	0.329	2.633	11.4%	17.7%	5.9%	27.5%	23.6%	1.5%	12.5%
2370449	0.036	1078608	0.406	2.597	11.3%	16.1%	5.6%	27.6%	22.3%	1.4%	15.6%
2370808	0.038	1079014	0.355	2.551	11.1%	16.4%	5.6%	28.4%	23.1%	1.5%	13.9%
2371188	0.085	1079369	0.355	3.005	10.7%	17.5%	6.0%	29.3%	21.8%	2.8%	11.8%
2372042	0.253	1079724	0.567	9.733	9.6%	24.3%	9.0%	30.1%	18.4%	2.6%	5.8%
2374571	0.055	1080291	0.459	4.353	11.0%	18.1%	6.3%	26.0%	26.7%	1.3%	10.5%
2375118	0.045	1080750	0.446	3.544	10.7%	16.8%	5.9%	25.8%	26.9%	1.3%	12.6%
2375570	0.038	1081196	0.432	3.191	10.7%	15.4%	5.5%	26.6%	27.1%	1.2%	13.5%
2375954	0.038	1081628	0.433	3.014	10.9%	15.3%	5.2%	26.4%	26.5%	1.3%	14.4%
2376338	0.038	1082061	0.419	2.834	10.7%	15.3%	5.2%	26.8%	25.9%	1.4%	14.8%
2376722	0.036	1082480	0.402	2.615	10.9%	15.4%	5.5%	28.0%	23.5%	1.4%	15.4%
2377078	0.033	1082882	0.353	2.369	11.1%	14.9%	5.6%	28.3%	23.7%	1.4%	14.9%
2377409	0.039	1083235	0.386	2.493	10.9%	14.7%	4.8%	27.5%	25.1%	1.6%	15.5%
2377802	0.041	1083621	0.382	2.661	10.6%	15.6%	5.5%	28.0%	24.5%	1.5%	14.4%
2378210	0.122	1084003	0.416	4.261	11.0%	20.6%	6.0%	27.6%	22.2%	2.9%	9.8%
2379432	0.060	1084419	0.411	3.442	11.4%	17.9%	5.5%	27.4%	24.1%	1.8%	11.9%
2380035	0.046	1084830	0.402	3.179	11.5%	17.6%	4.7%	27.9%	24.1%	1.4%	12.6%
2380494	0.041	1085232	0.383	2.961	11.9%	18.1%	5.4%	28.7%	21.5%	1.4%	12.9%

Min	0.033		0.310	2.217
Max	0.253		0.567	9.733
Avg	0.058		0.376	3.196
Total	1.794		11.665	99.087

Dec 2023  
Comments

AUTHORITY FLOW REPORT DETAIL FOR WILDWOOD/LOWER WTF

No comment

## W. Scott Jett

---

**From:** Davis, Marie F:(ACE) <marie.davis@atlanticcityelectric.com> on behalf of Town, Veronica A:(ACE) <veronica.town@atlanticcityelectric.com>  
**Sent:** Thursday, December 21, 2023 7:28 AM  
**Subject:** EXTERNALAtlantic City Electric Reminds Customers About Available Energy Assistance as Temperatures Dip

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.

Winter brings colder temperatures, which leads to increased energy use and higher energy bills. Atlantic City Electric reminds customers to take advantage of billing assistance programs, including the Low-Income Home Energy Assistance Program, or LIHEAP, a federally funded program that helps limited-income households with their home energy bills. Customers should not wait for winter heating bills to arrive before applying for help – LIHEAP is a first come, first serve program and is only available until funding runs out.

LIHEAP provides grants in varying amounts (up to \$931) **with no payback required**, based on a household's income, type of fuel and type of dwelling. Homeowners, renters, roomers, and subsidized housing tenants may also be eligible. **Customers do not have to be behind on their bills to receive a grant.**

South Jersey customers can apply for LIHEAP energy assistance through the [Department of Community Affairs website](#), by contacting their local [LIHEAP Agency](#), or by calling 800-510-3102. Residents also can access the Department of Community Affairs [self-screening tool](#) to help determine what energy assistance benefits they may qualify for.

With winter weather officially here, customers should prepare for potential spikes in energy bills as we warm our homes and businesses. Atlantic City Electric understands that rising energy costs and inflation continue to impact our customers and the upcoming holiday season brings additional pressures. We are here to help and remain committed to supporting those facing difficulties through payment and energy assistance programs.”

If customers do not meet LIHEAP requirements and are having difficulty paying their energy bills, [Atlantic City Electric Customer Care](#) is also available to help by offering:

- Flexible payment arrangements that offer tailored payment plans
- Extending payment periods for balances
- Connecting customers with energy assistance funds
- [Budget Billing](#), which averages payments over a 12-month period and helps avoid seasonal spikes and provides a consistent monthly bill.

Customers can contact Atlantic City Electric at 800-642-3780 or visit [atlanticcityelectric.com/EnergyAssistance](https://atlanticcityelectric.com/EnergyAssistance) for more information.

### Other programs assisting Atlantic City Electric customers include:

- The **Universal Service Fund (USF)** helps ensure energy bills are more affordable for eligible customers. Eligibility requirements for USF recently changed providing customers who previously may not have been eligible to now participate. The Fresh Start arrearage forgiveness portion of the program also is now open to past participants. Call 800-510-3102 or visit [energyassistance.nj.gov](https://energyassistance.nj.gov) for information.
- **New Jersey SHARES** is a nonprofit corporation that provides assistance to income eligible customers. Visit [njshares.org](https://njshares.org) or call 866-657-4273.
- The **Payment Assistance for Gas and Electric (PAGE)** program provides relief on natural gas and electric bills for limited-to moderate-income customers experiencing a temporary financial crisis. Customers can call 732-982-8710 or visit [njpoweron.org](https://njpoweron.org).

- **Lifeline** is a utility assistance program that offers \$225 to persons who meet certain income guidelines. Utility customers as well as tenants whose utility bills are included in their rent can call 800-792-9745 for details.

Please feel free to pass along these winter saving tips to your constituents.

Thank you,

**Ronnie Town | External Affairs Manager**

Atlantic City Electric | Governmental & External Affairs  
420 Route 9 North | Cape May Court House, NJ 08210  
o: 267-533-0825 | c: 609-849-4579  
[atlanticcityelectric.com](http://atlanticcityelectric.com)



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## State of New Jersey

PHIL MURPHY  
Governor

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Mail Code – 401-02B  
Water Pollution Management Element  
Bureau of Surface Water & Pretreatment Permitting  
P.O. Box 420 – 401 E State St  
Trenton, NJ 08625-0420  
Phone: (609) 292-4860 / Fax: (609) 984-7938

SHAWN M. LATOURETTE  
Commissioner

TAHESHA L. WAY  
Lt. Governor

**Via E-mail Only**  
December 26, 2023

Re: Final NJPDES Discharge to Surface Water Master General Permit Renewal - Statewide  
Category: B6 - Swimming Pool Discharges (GP)  
NJPDES Permit No. NJ0128589

Dear Interested Parties:

Enclosed is a **final** NJPDES permit action identified above which has been issued in accordance with N.J.A.C. 7:14A. This permit renewal authorizes the discharge to a surface waterbody resulting from the draining of pool water and/or filter backwash from any municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pools.

Comments were received on the draft permit issued on June 26, 2023. The Public Notice was published in the *DEP Bulletin* on July 5, 2023. The thirty (30) day public comment period began on July 11, 2023 when the Public Notice was published in *The Press of Atlantic City*, *The Record*, *The Star Ledger* and *The Trenton Times*. The public comment period ended on August 11, 2023. A summary of the significant and relevant comments received on the draft action during the public comment period, the Department's responses, and an explanation of any changes from the draft action have been included in the Response to Comments document attached hereto as per N.J.A.C. 7:14A-15.16.

New applicants must request authorization to be covered under the general permit by submitting a NJPDES Form 1 and Supplemental Application Form that can be obtained from the Department's Division of Water Quality web site. A guidance checklist for filing a request for authorization application for this general permit is also available. The checklist and the application forms are available at [https://www.nj.gov/dcp/dwq/forms\\_surfacewater.htm](https://www.nj.gov/dcp/dwq/forms_surfacewater.htm).

As per N.J.A.C. 7:14A-4.2(e)3, any person planning to continue discharging after the expiration date of an existing NJPDES permit shall file an application for renewal at least 180 calendar days prior to the expiration of the existing permit.

Questions or comments regarding the final action should be addressed to Tara Klimowicz either by phone at (609) 292-4860 or via email at [swimmingpoolgp@dcp.nj.gov](mailto:swimmingpoolgp@dcp.nj.gov).

Sincerely,

Susan Rosenwinkel  
Assistant Director  
Water Pollution Management Element

Enclosures cc: Permit Distribution List  
Masterfile #: 39609; PI #: 50577



## **Table of Contents for the Final Permit**

**This permit package contains the items below:**

- 1. Cover Letter**
- 2. Table of Contents**
- 3. Response to Comments**
- 4. NJPDES Permit Authorization Page – Master Permit Page**
- 5. Part I – Narrative Requirements: NJPDES**

New Jersey Department of Environmental Protection  
Division of Water Quality  
Bureau of Surface Water and Pretreatment Permitting

## **RESPONSE TO COMMENTS**

Comments were received on the NJPDES draft Surface Water Master General Permit Renewal No. NJ0128589 issued on June 26, 2023. The Public Notice was published in the *DEP Bulletin* on July 5, 2023. The thirty (30) day public comment period began on July 11, 2023 when the Public Notice was published in *The Press of Atlantic City*, *The Record*, *The Star Ledger* and *The Trenton Times*. The public comment period ended on August 11, 2023. The following person commented during the public comment period:

A. Stan Greberis, President, Upward LLC in emails, with attachments, dated July 21, 2023 and July 25, 2023.

A summary of the timely and significant comments received, the New Jersey Department of Environmental Protection's (NJDEP or the Department) responses to these comments, and an explanation of any changes from the draft action have been included below:

1. **COMMENT:**

I wish to send two comment letters, one for the residential pool water permit and one for the commercial/public pool water discharge permit:

1. NJDEP Master Swimming Pool Discharge General Permit Category B6 – NJPDES No. NJ0128589
2. NJDEP Tier A MS4 NJPDES Master General Permit - NJPDES No NJ0141852

These comments include documentation and images of why New Jersey's NJDEP Master Swimming Pool Discharge General Permit Category B6 – NJPDES No. NJ0128589 and NJDEP Tier A MS4 NJPDES Master General Permit (NJ0141852) permits are not adhered to by pool owners, pool service technicians and probably commercial/public operators too.

**RESPONSE:**

Item 1 concerns this subject permit action namely the Discharge to Surface Water Renewal – Master Swimming Pool Discharge General New Jersey Pollutant Discharge Elimination System (NJPDES) Permit Category B6 (NJ0128589) (hereafter Master B6). The Department received timely comments on this permit as identified above. Item 2 concerns the Tier A Municipal Separate Storm Sewer System (MS4) NJPDES Master General Permit (NJ0141852) (hereafter Tier A MS4 permit). The Tier A MS4 permit is not currently open to public comment. Responses on each are below.

Regarding item 1, the Department is proposing to renew the existing Master B6 permit as last issued August 23, 2017. This general permit renewal continues to authorize swimming pool water and/or filter backwash discharges into surface waters (i.e., rivers, streams) of the State of New Jersey. The Master B6 permit does not authorize discharges to groundwater beyond incidental discharges to groundwater which may result from a discharge authorized by the permit. The Master B6 permit does not concern discharges from residential swimming pools. Instead, the Master B6 permit concerns discharges from non-residential, municipal, commercial, or community (e.g., townhouses and condominiums) swimming pools. These discharge activities are essentially "clean" in nature and the Master B6 permit is intended to authorize discharge of water containing de minimis amounts of pollutants. In accordance with New Jersey's Water Pollution Control Act, N.J.S.A. 58:10A-1, et seq., this general permit contains Best Management Practices (BMPs) as necessary to protect the integrity and the designated uses of the receiving waters. Specific comments on the Master B6 permit as raised by the commenter are addressed in subsequent responses below.

Regarding item 2, the Tier A MS4 permit serves to authorize discharges from MS4s where such storm sewer systems exist in many New Jersey Tier A municipalities. Stormwater runoff is commonly transported through MS4s before discharging into local waterbodies; therefore, the Tier A MS4 permit applies to New Jersey Tier A municipalities as defined within that permit. The Tier A MS4 permit was issued in draft on July 28, 2022, finalized December 1, 2022 and became effective January 1, 2023. Supporting documentation for the Tier A MS4 permit is available here: [NJDEP Bureau of NJPDES Stormwater Permitting and Water Quality Management | Tier A MS4 Stormwater Permit](#). The public comment period for that permit began on August 1, 2022 and Public Notices were published in the *Atlantic City Press*, the *Star Ledger*, and *The Times*. A public hearing was held on September 20, 2022 and the public comment period ended on September 20, 2022 at the close of the Public Hearing on the draft permit. The Tier A MS4 permit is not currently open for public comment. Comments submitted during the Master B6 public comment period which implicate both the Master B6 and Tier A MS4 permits have been identified throughout this document for the purposes of completeness. The Tier A MS4 permit is a separate document and regulatory action that is not currently open for public comment. This subject permit action concerns the Master B6 permit only. As such, the Department cannot address comments directed to the Tier A MS4 permit or incorporate changes to the Tier A MS4 permit via this permit action.

## 2. COMMENT:

The first known swimming pool was The Great Baths of Mohenjo-Daro dating back to 2600 B.C.E. Present day residential pool installation can be tracked back to the Vanderbilt estate in Asheville, North Carolina in 1895. We still have not figured out how to responsibly dispose of the wastewater 127 years later. The original US Water Pollution Control Act was written in 1948. It was significantly reorganized and expanded in 1972 and renamed the Clean Water Act. After all this time we still have not provided swimming pool owners with an unburdened simple solution to discharge their backwash and/or wastewater without adding excess water into our stormwater sewers or otherwise failing to be able to comply with the spirit of the law.

### RESPONSE:

The Clean Water Act, 33 U.S.C. 1251, et seq., establishes the basic structure for regulating discharges of pollutants into waters of the United States and regulating water quality standards for surface water. Under the authority of the Clean Water Act, the U.S. Environmental Protection Agency (EPA) has implemented pollution control programs such as the National Pollutant Discharge Elimination System (NPDES) program. The Department implements the NPDES program within the State of New Jersey as the NJPDES permit program since NPDES program authority has been delegated to the Department by EPA. The NJPDES Regulations at N.J.A.C. 7:14A are utilized to implement water quality standards and regulate point source discharges through the issuance of NJPDES permits. The Master B6 permit is a NJPDES permit that was developed in accordance with the NJPDES Regulations.

Due to the nature of the discharge authorized under the Master B6, the Department has determined that if appropriate BMPs and/or any necessary temporary treatment is implemented prior to discharge, negative environmental impacts should not result from the discharge. The use of BMPs is consistent with EPA guidance on this topic. Specifically, to provide the regulated community with easy-to-understand solutions in discharging swimming pool water, EPA maintains educational resources on its website which can be found here:

[Stormwater Best Management Practice, Educating Residents on Safely Discharging Chemically Treated Water \(epa.gov\)](#)

[EPA WaterSense: Best Management Practices for Commercial Pool and Spa Equipment](#)

The Master B6 permit is not intended for residential swimming pool owners and those discharges are outside the scope of this permit. To be considered eligible under the Master B6 permit, a discharge to a surface water body must result from the draining of pool and/or filter backwash from any municipal, commercial, non-residential or community (e.g. townhouses and condominiums) swimming pool. This Master B6 permit allows:

- Draining of municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pool water into receiving waters classified as Category 1 (C1) and Category 2 (C2).
- Draining of filter backwash water from municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pools into receiving waters classified as Category 2 (C2) only. Filter backwash discharges are not permitted to Category 1 (C1) designated receiving waters.

Most waterbodies in the State of New Jersey are classified as Category 1 (C1) or Category 2 (C2) as set forth in the New Jersey Surface Water Quality Standards (NJSWQS) at N.J.A.C. 7:9B.

Any discharges of residential swimming pool waters to storm sewers are regulated through the Tier A MS4 NJPDES permit as issued to the local Tier A municipality. Specifically, Part II.C.2.vi of the Tier A MS4 permit identifies that draining of dechlorinated swimming pool discharges from single family residential homes is an eligible non-stormwater discharge under the permit.

### 3. COMMENT

There is a better way to give pool owners the helpful information they need to protect our natural waters by providing an option that meets or exceeds the requirements in the Tier A MS4 permit. Adding products such as wastewater fountains, wastewater diffusers or other similar solution-based devices to their discharge hose will result in pool owners/pool site managers and/or service technicians actually doing less physical work and spending less money and less time. These items are designed to aerate and distribute properly balanced chlorinated discharge water over almost any natural land surface. Water aeration is part of a wastewater fountain's design function in spraying the discharged water. Wastewater disposal through an on-site wastewater fountain is a good alternative to street water disposal. The only requirement for wastewater fountain on-site use is that fresh water be properly balanced. No holding periods or chemical treatment of the pool water is required.

While wastewater can be discharged through a hose, unrestricted use of a hose for this purpose can cause severe soil erosion. Alternatively, use of a wastewater fountain can reduce water consumption, recycle pool water, reduce chlorine levels, and minimize soil erosion.

It is requested that language be added to the permit to allow the use of wastewater fountains to discharge pool water. In addition, details regarding wastewater fountains, including benefits, should be added to the permit.

### RESPONSE:

The Department acknowledges that the commenter is requesting that the use of a "wastewater fountain," as described within these comments, be allowed and endorsed by the Department. The Department also acknowledges that the commenter is requesting the Department add to the Master B6 permit a list of the claimed benefits of using a wastewater fountain. Based on the pictures and written description provided within the comments, the Department understands that a wastewater fountain is a product that allows the user to disperse drained pool water onto a grassy surface (i.e., the ground) through a ring-like device that functions similar to a sprinkler. The water would then infiltrate into the ground. The Department agrees that aeration of drained pool water should serve to increase dissolved oxygen levels and reduce chlorine levels.

Based upon the comments submitted, the use of a wastewater fountain as described by the commenter appears to be intended for residential use and for a discharge to groundwater. The Master B6 permit does not concern discharges from residential swimming pools or discharges to groundwater as described in RESPONSE 1 and RESPONSE 2. Rather, eligibility for this Master B6 permit is limited to municipal, commercial, non-residential or community (e.g., townhouses and condominiums) pools discharging to surface water. As a result, the use of a wastewater fountain as described within these comments is outside the scope of the Master B6 permit.

4. COMMENT:

Properly balanced chlorinated swimming pool water should be discharged directly to the pool owner's land surface. Fresh water pools can be discharged off the pool owner's property once free chlorine, combined chlorine, bromine, cyanuric acid, and sodium levels reach zero ppm (parts per million). The discharge should not flow onto a neighbor's property.

Salt water pools can be discharged off the pool owner's property once free chlorine, pH, stabilizer or cyanuric acid, sodium, total alkalinity, calcium hardness, and total dissolved solids levels reach zero ppm (parts per million). The discharge should not flow onto a neighbor's property. Salinity levels should be less than 1000 ppm before disposing to any land surface.

Diatomaceous earth filtration material sediment should be captured on the pool owner's property. Diatomaceous earth filtration material sediment must not enter stormwater sewers and/or any bodies of water, streams, wetlands, bays, watersheds, etc.

RESPONSE:

As described in RESPONSE 1 and RESPONSE 2, this Master B6 permit does not concern discharges from residential pools. In addition, this Master B6 permit authorizes discharges from non-residential pools to surface water, not to groundwater. Based on the pictures and written description provided within the comments, the Department understands that the use of a wastewater fountain, as described, would result in overland flow which would infiltrate the groundwater via the pool owner's land surface.

The Department notes that under the Master B6 permit overland flow is an acceptable BMP for waters generated from filter backwash, specifically, filter backwash generated from sand, cartridge, diatomaceous earth filtration and types of pool filters can be addressed via BMPs, such as overland flow. As stated in Part I.B.1.d:

- d. The water used to backwash the filter shall also be retained or discharged over a grassy area so any solids can settle out and can be removed (or filtered) prior to discharging the water. The solids, residue or sediment shall not be discharged to a waterway and shall be removed (i.e., discharged to a POTW, disposed of as solid waste, etc.) prior to discharging the filter backwash water to the receiving water classified as C2 waters.

Similarly, the Department acknowledges that there may be incidental discharges to groundwater during otherwise eligible discharges covered under this permit. Incidental discharges to groundwater during otherwise eligible discharges covered under this permit are acceptable. As stated in Part I.B.1.f:

- f. Incidental discharges to groundwaters of the State which may result from a discharge authorized by this permit, such as from overland flow on the way to the storm sewer or surface water conveyance, are also authorized under this general permit.

The Master B6 permit operates under the premise that if appropriate BMPs and/or any necessary temporary treatment is implemented prior to discharge, negative environmental impacts should not result from the discharge.

## 5. COMMENT

Details regarding wastewater fountains should be included in the permit. Incorporating the words “wastewater fountain” into the general permit text will provide an easy-to-understand solution. Those words deliver the required actions described in Part I.B.2.b., d., and f. This will reduce confusion, permit violations, and discharges to stormwater sewers.

### RESPONSE:

Part I.B.2.b and Part I.B.2.d of the Master B6 permit as identified in this comment are stated within the permit as follows:

#### 2. Discharge Requirements

- b. The swimming pool water discharge shall be retained, aerated and/or treated in such a way that the chlorine/bromine levels are 0.1 mg/L or below prior to discharging to the receiving waters. A pool test kit or other method approved by the Department may be used to confirm the results, and shall achieve a level at least as sensitive as 0.1 mg/L. Testing shall be conducted using the Total Residual Chlorine (TRC) Method.
- d. The water used to backwash the filter shall also be retained or discharged over a grassy area so any solids can settle out and can be removed (or filtered) prior to discharging the water. The solids, residue or sediment shall not be discharged to a waterway and shall be removed (i.e., discharged to a POTW, disposed of as solid waste, etc.) prior to discharging the filter backwash water to the receiving water classified as C2 waters.

The draft Master B6 permit does not contain item Part I.B.2.f as cited in this comment.

As described in RESPONSE 3, the use of a wastewater fountain is outside the scope of the Master B6 permit as the Master B6 permit is not intended for discharge from residential pools or to groundwater. As a result, these changes cannot be incorporated into the Master B6 permit. As noted in RESPONSE 1 and RESPONSE 2, the Master B6 permit concerns discharges from non-residential, municipal, commercial, or community (e.g., townhouses and condominiums) pools, which may not have the available land surface, such as a residential yard, to discharge other than to surface water.

## 6. COMMENT

The permit requires the discharger to aerate the swimming pool water or filter backwash. However, the permit does not mention wastewater fountains or wastewater diffusers, which are the only methods to aerate discharge water. Dischargers should be permitted to attach wastewater fountains, wastewater diffusers, or other similar solution-based devices to their discharge hose, which would aerate and distribute properly balanced chlorinated discharge water over almost any natural land surface.

### RESPONSE:

The Master B6 permit requires permittees to implement appropriate BMPs within the permit. This includes a requirement within the Master B6 permit at Part I.B.2.b which states that “The swimming pool water discharge shall be retained, aerated and/or treated in such a way that the chlorine/bromine levels are 0.1 mg/L or below prior to discharging to the receiving waters...,” as referenced in RESPONSE 5. The commenter is correct in that specific measures to aerate the water are not included within the permit. Instead, the BMP of achieving chlorine/bromine levels below 0.1 mg/L is specifically mentioned in the permit, which can be attained through retention, aeration and/or treatment.

The Master B6 permit authorizes discharges to surface water for certain eligible discharges which do not include residential pools. Other than incidental discharges to groundwater, the Department cannot authorize direct discharges to groundwater in the Master B6 permit as such discharges are outside the scope of the Master B6 permit.

7. COMMENT:

More details regarding acceptable levels of chemicals in discharged pool water should be included in the permit. It is unlawful to discard, discharge, spill or dump any material other than stormwater and/or 100% chemical and salt (sodium) free swimming pool water into any stormwater system. Pool water is toxic to animals and should never enter a stormwater sewer, wetland, or body of water. Only swimming pool water with either zero measurable manufactured chemical and sodium (salt) content or 100% properly balanced pool water should be disposed on site. Swimming pool water must be disposed of on the pool owner's property.

Further, an illicit connection which is defined as any system that discharges domestic sewerage, swimming pool water and /or backwash, process wastewater or pollutants, is prohibited from discharging to the stormwater systems.

RESPONSE:

The Department maintains that the Master B6 permit adequately describes all applicable discharge requirements. As described in RESPONSE 2, the Master B6 permit requires permittees to implement appropriate BMPs as described within the permit. Specifically, Part I.B.2 contains discharge requirements for toxic pollutants, temperature, pH, and chlorine/bromine. Part I.B.2 further contains information on acceptable levels, methods to achieve acceptable levels, and testing.→

Eligible discharges under the Master B6 permit may be lawfully discharged into storm sewers so long as the foregoing discharge requirements and all other terms of the permit are complied with. As noted in RESPONSE 1 and RESPONSE 2, the Department has determined negative environmental impacts should not result from discharges that comply with the terms of the permit.

The Master B6 permit does not concern discharges from residential swimming pools or discharges to groundwater, as described in RESPONSE 1 and RESPONSE 2. To be considered eligible under the Master B6 permit, a discharge to a surface water body must result from the draining of pool and/or filter backwash from any municipal, commercial, non-residential or community (e.g. townhouses and condominiums) swimming pool. Again, this permit utilizes BMPs to remove pollutants from eligible pool water or filter backwash discharges where a chlorine level of 0.1 mg/L is referenced as identified in RESPONSE 5.

An illicit connection to a storm sewer system is specifically defined within the Tier A MS4 NJPDES permit at Part IV.B.1.a.vi as follows:

"Illicit connection" means any physical or non-physical connection that discharges the following to a municipal separate storm sewer system (unless that discharge is authorized under a NJPDES permit other than the NJPDES permit for discharges from that system): 1. Domestic sewage; 2. Non-contact cooling water, process wastewater, or other industrial waste (other than stormwater); or 3. Any category of non-stormwater discharges that a permittee for the MS4 identifies as a source or significant contributor of pollutants pursuant to 40 C.F.R. 122.26(d)(2)(iv)(B)(1) or 122.34(b)(3)(iii).

Discharges to storm sewers from draining of dechlorinated swimming pool discharges from single family residential homes are an eligible non-stormwater discharge under the Tier A MS4 permit. As a result, these discharges are not considered an illicit connection to the Tier A MS4 system.

8. COMMENT:

Chemically treated swimming pool water is toxic to animals and should never enter any stormwater sewer, wetland, stream, river, pond, lake or body of water connected to or part of a C1 Water (Category 1). Chemical free and sodium (salt) free swimming pool water may be discharged to stormwater sewers that do not flow to or are part of C1 waterway or body of water. It is the pool owner's responsibility to confirm that their discharged pool water will not flow to any stormwater sewer, wetland, stream, river, pond, lake or body of water connected to or part of a C1 Waters. Only swimming pool water with either zero measurable manufactured chemical content and/or zero sodium (salt) ppm (parts per million) may be disposed on the street.

RESPONSE:

As specified in RESPONSE 2, the Master B6 permit authorizes the draining of municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pool water into receiving waters classified as Category 1 (C1) and Category 2 (C2) as per N.J.A.C. 7:9B. The Master B6 permit also authorizes the draining of filter backwash water from municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pools into receiving waters classified as Category 2 (C2). Filter backwash discharges are not permitted to Category 1 (C1) designated receiving waters. As noted in RESPONSE 1 and RESPONSE 2, the Department has determined negative environmental impacts should not result from discharges that comply with the terms of the permit, including authorized discharges to Category 1 (C1) receiving waters. The permit requires the use of BMPs such as allowing chlorine to dissipate to minimize discharges of chlorine to any receiving waterbodies.

An applicant who is applying for the Master B6 permit is required to identify the affected receiving waterbody and its waterbody classification. To determine the name and classification of the receiving water into which the storm sewer discharges, the local municipality can be contacted, or the applicant can follow the step-by-step instructions, as part of the Request for Authorization (RFA) checklist (available at: [www.nj.gov/dep/dwq/pdf/B6\\_Checklist.pdf](http://www.nj.gov/dep/dwq/pdf/B6_Checklist.pdf)).

9. COMMENT

The following language should be added to the permit:

"NJ law prohibits the discharge of swimming pool water into public space. Chlorinated swimming pool water may not be discharged into the municipal separate storm sewer system (MS4) or storm drain. The MS4 conveys water directly to rivers and streams, and chlorinated water can kill aquatic life. The penalty for a first offense is up to \$1,000, and doubles for each subsequent offense."

RESPONSE:

This suggested language appears to be intended for the Tier A MS4 permit which is not open to public comment and is a separate permit from the Master B6 permit. See RESPONSE 1 for further information regarding the Tier A MS4 permit.

To the extent this comment is intended for the Master B6 permit, the Department has determined inclusion of this language is unnecessary as negative environmental impacts should not result from discharges that comply with the terms of the permit. See RESPONSE 1 and RESPONSE 2 for further information.

Furthermore, the Department is unable to establish a penalty like the one requested in the context of a permit action as establishing penalties is beyond the scope of this subject master permit. However, the Department notes that the general NJPDES enforcement and penalty regulations are incorporated by reference into the Master B6 permit at Part I.E.1.b.



10. COMMENT:

Dechlorinating prior to discharging backwash and/or wastewater leads to a repetitious cycle that puts the pool in a constant stage of repeating the cycle over and over again without the opportunity to use the pool. Leaving pool water untreated during dechlorination changes the water chemistry and may result in an increase in algae.

RESPONSE:

The Department's role is to issue the Master B6 permit for eligible dischargers as part of NJPDES permit requirements. This permit includes references to dechlorination of pool water prior to discharge as identified in RESPONSE 5 which is equivalent to a specified level of 0.1 mg/L for chlorine. This is consistent with the US EPA Fact Sheet referenced in RESPONSE 2 and as available here: Stormwater Best Management Practice, Educating Residents on Safely Discharging Chemically Treated Water (epa.gov).

In administering permits, it is the Department's role to draft appropriate terms and conditions and enforce those terms and conditions to prevent water pollution. It is not appropriate for the Department to prescribe how permittees should maintain and operate their swimming pools.

11. COMMENT:

Dischargers authorized under the B6 permit do not comply with the permit requirement that pool water be dechlorinated prior to discharge. The permit should reference products, the use of which will ensure compliance with the conditions of the permit and provide the public with a clear path to compliance.

RESPONSE:

As noted in RESPONSE 9, the general NJPDES enforcement and penalty regulations are incorporated by reference into the Master B6 permit at Part I.E.1.b. Furthermore, Part I.D. of the permit authorizes the Department to conduct inspections of regulated activities and require noncompliant discharges to cease.

As described in RESPONSE 10, it is not appropriate for the Department to dictate how permittees should maintain and operate their swimming pools. It is the Department's role to draft appropriate terms and conditions and enforce those terms and conditions. It is inappropriate for the Department to prescribe how permittees are to meet the terms and conditions of their permit through methods such as product endorsements.

12. COMMENT:

Certain cities outside of New Jersey have the authority to impose fines for unauthorized swimming pool discharges.

RESPONSE:

The Department is unable to comment on the municipal ordinances of localities outside of New Jersey. As noted in RESPONSE 9, the general NJPDES enforcement and penalty regulations are incorporated by reference into the Master B6 permit at Part I.E.1.b. In appropriate situations, a violation of a NJPDES permit may lead to the imposition of a fine.

The Department is aware that local ordinances can be put in place to guide pool owners. See the Tier A MS4 permit for examples of community-wide ordinances. See also RESPONSE 2.

13. COMMENT:

I respectfully request an in-person appointment so I can address any additional questions you may have.

RESPONSE:

The Department appreciates the commenter's interest in these issues and has discussed many of these questions and concerns in telephone calls with the commenter prior to the issuance of the draft permit as well as in a recent virtual meeting on December 15, 2023.

The Department also acknowledges that the commenter received a Governor's Award of Excellence for the Sustainability (Business) Category on December 18, 2023 for the Eco Pool Drain Waste Water Fountain.



# NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM

The New Jersey Department of Environmental Protection hereby grants you a NJPDES permit for the facility/activity named in this document. This permit is the regulatory mechanism used by the Department to help ensure your discharge will not harm the environment. By complying with the terms and conditions specified, you are assuming an important role in protecting New Jersey's valuable water resources. Your acceptance of this permit is an agreement to conform with all of its provisions when constructing, installing, modifying, or operating any facility for the collection, treatment, or discharge of pollutants to waters of the state. If you have any questions about this document, please feel free to contact the Department representative listed in the permit cover letter. Your cooperation in helping us protect and safeguard our state's environment is appreciated.

**Permit Number: NJ0128589**

**Final: Surface Water Master General Permit Renewal**

**Permittee:**

NJPDES Master General Permit Program Interest  
Category B6  
Per Individual Notice of Authorization  
Division of Water Quality  
Mail Code: 401-02B; PO Box 420  
401 East State Street  
Trenton, NJ 08625-0420

**Property Owner:**

NJPDES Master General Permit Program Interest  
Category B6  
Per Individual Notice of Authorization  
Division of Water Quality  
Mail Code: 401-02B; PO Box 420  
401 East State Street  
Trenton, NJ 08625-0420

**Location Of Activity:**

NJPDES Master General Permit Program Interest  
Category B6  
Per Individual Notice of Authorization  
Division of Water Quality  
Mail Code: 401-02B; PO Box 420  
401 East State Street  
Trenton, NJ 08625-0420

Authorization Covered Under This Approval	Issuance Date	Effective Date	Expiration Date
B6 - Swimming Pool Discharge (GP)	12/26/2023	02/01/2024	01/31/2029

**By Authority of:**  
**Commissioner's Office**

*Susan Rosenwinkel*

**DEP AUTHORIZATION**

**Susan Rosenwinkel**  
**Assistant Director**  
**Water Pollution Management Element**

(Terms, conditions and provisions attached hereto)

Division of Water Quality

# **PART I**

## **NARRATIVE REQUIREMENTS**

### **Swimming Pool Discharges (GP)**

#### **A. GENERAL REQUIREMENTS FOR SWIMMING POOL DISCHARGE**

##### **1. Purpose**

- a. The New Jersey Pollutant Discharge Elimination System (NJPDES) Discharge to Surface Water (DSW) General Permit for Swimming Pool Discharge authorizes the following discharges:
  - i. Draining of municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pool water into receiving waters classified as Category 1 and Category 2.
  - ii. Filter backwash water from municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pools into receiving waters classified as Category 2 only. Whenever possible, discharges of filter backwash shall be directed to the sanitary sewer with permission from the Publicly Owned Treatment Works (POTW). Note, filter backwash discharge to Category 1 designated receiving waters is not permitted.

##### **2. Scope**

- a. This permit is intended for discharges containing de minimis amounts of pollutants. A de minimis discharge of pollutants for purposes of this permit is defined as a discharge containing a relatively insignificant amount of pollutants that complies with all of the conditions specified in this permit. De minimis amounts of pollutants that may be present in these discharges include filterable or dissolved solids, suspended solids, bromine levels, chlorine levels and chlorine related compounds.
- b. This permit operates under the premise that if appropriate Best Management Practices (BMPs) are implemented prior to discharge and temporary treatment is provided (if necessary) then no negative environmental impact should result from the discharge.

##### **3. Eligible Discharge Types**

- a. The following discharges are eligible for authorization under this permit:
  - i. Draining of municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pool water into receiving waters classified as Category 1 and Category 2.
  - ii. Filter backwash water from municipal, commercial, non-residential or community (e.g., townhouses and condominiums) swimming pools into receiving waters classified as Category 2 only.

##### **4. Ineligible Discharge Types**

- a. The following discharges are not eligible for authorization under this permit for Authorization under this permit:
  - i. Discharges of filter backwash to Category 1 waterbodies;

- ii. All discharges of industrial process wastewater including contact and non-contact cooling water;
- iii. Sanitary sewer flushing;
- iv. Discharges from domestic, publicly or privately owned, and industrial treatment works;
- v. Combined sewer overflow;
- vi. Sanitary sewer overflow;
- vii. All stormwater discharges;
- viii. Discharges that are regulated under the Municipal Stormwater Permit (Tier A MS4 - NJ0141852) and the Public Complex Permit (NJ0141879);
- ix. Discharges in any way associated with site remediation activities, including water from well construction and development;
- x. Water from monitoring well construction and development or capping;
- xi. Discharges from water and wastewater treatment system bench scale and pilot testing;
- xii. Discharges resulting from water main breaks and water distribution system infrastructure failures;
- xiii. Water used to clean and rinse storage tanks, natural gas pipelines, or other vessels;
- xiv. Emergency discharges of polluted waters;
- xv. Dewatering from construction activities, including contaminated waters resulting from construction dewatering activities;
- xvi. Discharges from the disinfection of newly constructed or repaired potable water mains;
- xvii. Discharges resulting from fire hydrant flushing;
- xviii. Discharges resulting from Hydrostatic testing of tanks, vessels or pipelines;
- xix. Discharges from mining operations; and
- xx. Discharges that are solely to the groundwater.

## **5. Eligible Waterbody Types**

- a. Discharges to the following waterbodies are eligible for authorization under this permit:
  - i. Swimming pool water discharges eligible for authorization under this permit may be discharged to FW2(C1 and C2), SE1(C1 and C2), SE2(C2), SE3(C2) and SC (C1 and C2) waters of the State.
  - ii. Filter backwash discharges eligible for authorization under this permit may be discharged to FW2(C2), SE1(C2), SE2(C2), SE3(C2) and SC(C2) waters of the State. Note that filter backwash discharges to C1 designated receiving waters are not eligible.

- iii. Water body classifications are defined in N.J.A.C. 7:9B-1.4 and can be found online at: [http://www.nj.gov/dep/rules/rules/njac7\\_9b.pdf](http://www.nj.gov/dep/rules/rules/njac7_9b.pdf). All individual stream classifications are designated in tables located at N.J.A.C. 7:9B-1.15 (c) through (j). For those receiving waters not listed, the applicable classification is that of the waterbody into which the immediate receiving water empties.

## 6. Ineligible Waterbody Types

- a. Discharges to the following waterbodies are NOT ELIGIBLE for authorization under this permit:
  - i. This general permit does not authorize discharges into Outstanding National Resource Waters (ONRW) which is the highest level of protection afforded to the surface waters under the New Jersey Surface Water Quality Standards (SWQS). ONRW refers to high quality waters that constitute an outstanding national resource (for example, waters of National/State Parks and Wildlife Refuges and waters of exceptional recreational or ecological significance). ONRW includes FW1 waters and PL waters:
  - ii. FW1 waters: refers to those fresh waters, as designated in N.J.A.C. 7:9B-1.15(j), that are to be maintained in their natural state of quality (set aside for posterity) and not subjected to any man-made wastewater discharges or increases in runoff from anthropogenic activities. Activities that might alter existing water quality in FW1 waters are prohibited. These waters are set aside for posterity because of their clarity, color, scenic setting, other characteristic of aesthetic value, unique ecological significance, exceptional recreational significance, exceptional water supply significance or exceptional fisheries resource(s).
  - iii. Pinelands (PL) waters: refers to all waters within the boundaries of the Pinelands Area, except those waters designated as FW1 in N.J.A.C. 7:9B-1.15(j), as established in the Pinelands Protection Act (N.J.S.A. 13:18A-1 et seq.) and shown on Plate 1 of the "Comprehensive Management Plan" adopted by the New Jersey Pinelands Commission in November 1980. PL waters are maintained in their natural state and changes are allowed only toward natural water quality.
- b. This general permit does not authorize discharges into certain Shellfish waters, to be determined by the Department on a case-by-case basis.
  - i. Shellfish waters exclusion locations are consistent with the current Shellfish Growing Water Classification Charts, which are updated annually in accordance with N.J.A.C. 7:12-1 et seq. This information is available online at the Department's website at <http://www.nj.gov/dep/bmw/waterclass.htm>.
- c. This general permit does not authorize filter backwash discharges into receiving waters classified as C1.

## B. CONDITIONS FOR AUTHORIZATION UNDER THE NJPDES MASTER SWIMMING POOL DISCHARGE GENERAL PERMIT

### 1. Narrative Discharge Requirements

- a. The below pollutant-specific guidelines and requirements shall be employed, when necessary, to comply with the terms of this general permit. Best Management Practices (BMPs) appropriate to this type of discharge shall be employed at all times.
- b. The discharge shall not contain any scum, foam or other residual matter.

- c. The permittee shall not discharge foam or cause foaming of the receiving water that:
  - i. forms objectionable deposits on the receiving water;
  - ii. forms floating masses producing a nuisance; or
  - iii. interferes with a designated use of the waterbody.
- d. The permittee's discharge shall not contain any color or odor that would render the water unsuitable for the designated uses. Color shall not be noticeable in the receiving water. Odors shall not be offensive to humans and shall not have a negative impact on water supplies.
- e. The discharge shall not exhibit a visible sheen.
- f. Incidental discharges to groundwaters of the State which may result from a discharge authorized by this permit, such as from overland flow on the way to the storm sewer or surface water conveyance, are also authorized under this general permit.

## 2. Discharge Requirements

- a. The discharge shall not contain toxic pollutants in toxic amounts, as defined under 33 U.S.C. 1251 et seq., the Federal Water Pollution Control Act, N.J.S.A. 58:10A-1 et seq., and the New Jersey Water Pollution Control Act. The discharge shall not contain other pollutants, including temperature and pH, in mass, concentration, or other measures, which could cause adverse impacts or be detrimental to the natural aquatic biota, or which could cause instream exceedances of the Federal Water Quality Criteria in 40 CFR, Part 131 or New Jersey Surface Water Quality Criteria (N.J.A.C. 7:9B-1.14 et seq.) in the receiving water.
  - i. Temperature control (i.e., heating) equipment shall be turned off for a minimum of 24 hours and water shall be allowed to stabilize to ambient conditions prior to discharge.
  - ii. pH of the discharge to FW2, SE1, SE2 and SE3 waters shall be between 6.5 and 8.5 standard units using a pool test kit or other method approved by the Department. For discharges to SC waters, the natural pH conditions shall prevail. Chemical additives, such as soda ash, can be used to adjust the pH. A pool supply professional may be contacted for assistance on how to properly adjust the pool pH.
- b. The swimming pool water discharge shall be retained, aerated and/or treated in such a way that the chlorine/bromine levels are 0.1 mg/L or below prior to discharging to the receiving waters. A pool test kit or other method approved by the Department may be used to confirm the results, and shall achieve a level at least as sensitive as 0.1 mg/L. Testing shall be conducted using the Total Residual Chlorine (TRC) Method.
- c. The swimming pool filter backwash water shall be retained, until such time that the chlorine/bromine levels are 0.1 mg/L or below prior to discharging to the receiving waters. A pool test kit or other method approved by the Department may be used to confirm the results and shall achieve a level at least as sensitive as 0.1 mg/L. Testing shall be conducted using the TRC Method.
- d. The water used to backwash the filter shall also be retained or discharged over a grassy area so any solids can settle out and can be removed (or filtered) prior to discharging the water. The solids, residue or sediment shall not be discharged to a waterway and shall be removed (i.e., discharged to a POTW, disposed of as solid waste, etc.) prior to discharging the filter backwash water to the receiving water classified as C2 waters.

- e. Algaecides containing copper and/or silver are toxic to fish and other aquatic life and shall not be discharged.

### **3. Discharge Requirements Related to Erosion**

- a. The discharge shall not cause or result in erosion to the area of the discharge or the surrounding stream banks. Adequate dewatering structures and velocity dissipation devices should be used when necessary to prevent and minimize erosion, stream scouring, and increases in turbidity. Dischargers may refer to "Standards for Soil Erosion and Sediment Control in New Jersey", as promulgated by the State Soil Conservation Committee and N.J.A.C. 2:90-1.3 et seq. In addition, the Regional Soil Conservation District office (organized by county) may be contacted for guidance on soil erosion control.
- b. The discharger shall take into account the conveyance capacity of the discharge outlet structure and/or conveyance structure prior to discharge and shall manage or control the flow of the discharge accordingly. The discharge shall not cause or create downstream flooding conditions.
- c. The discharger shall minimize the amount of suspended solids or turbidity in the discharge so as to not cause adverse impacts or be detrimental to the natural aquatic biota, or cause instream exceedances of the New Jersey Surface Water Quality Criteria (N.J.A.C. 7:9B-1.14 et seq.) of the receiving water. If the discharge contains suspended solids, BMPs shall be utilized to reduce or eliminate the levels of the solids prior to discharge to the receiving water. For example, BMPs can include increased retention time and/or filtration devices (such as hay bales and/or filter bags).
- d. There shall be no discharge of floating solids in other than trace amounts. The discharger shall use appropriate BMPs to eliminate floating debris, floatable or settleable solids, including construction or maintenance-related dirt, rust, or scale present in the waters prior to discharge.

### **4. Other Regulatory Requirements**

- a. This permit is subject to modification, revocation, or change at any time, pursuant to the applicable regulations, when in the judgment of the Department such revocation, modification or change is deemed necessary.
- b. The Department may, on a case-by-case basis, authorize other similar uncontaminated discharges. Although this Master General Permit is specifically designed for swimming pool discharges, the Department reserves the right to include, as deemed appropriate, other similar, uncontaminated, clean water discharges.
- c. This permit does not waive the requirement to obtain any other necessary Federal, State or Local government consents or approvals. No work shall be undertaken until such time as all other required approvals and permits have been obtained.
- d. This permit does not grant permission to use publicly or privately owned storm sewers or conveyances. The discharger is responsible for obtaining permission from the appropriate entity for such use.

## **C. ADMINISTRATIVE PROCESS**

### **1. Application Requirements**

- a. The B6 checklist and application forms are available on the Department's website at: [www.nj.gov/dep/dwq/forms\\_surfacewater.htm](http://www.nj.gov/dep/dwq/forms_surfacewater.htm).



- b. The operating entity authorizing the activity which will result in the discharge to be authorized by this permit must sign the NJPDES Form-1 and B6 Supplemental Form certifying that the proposed discharge(s) will comply with all of the conditions of this permit.
- c. A complete and signed application including associated Safety Data Sheets (SDS) shall be electronically submitted to the Department's Bureau of Surface Water and Pretreatment Permitting via email at [swimmingpoolgp@dep.nj.gov](mailto:swimmingpoolgp@dep.nj.gov).
- d. The applicant becomes authorized to discharge under this general permit once a final individual general permit authorization has been issued by the Department.
- e. Authorizations under the Master Swimming Pool Discharge General Permit will be given two NJPDES numbers. Applicants will be given a specific individual NJPDES general permit authorization number in addition to the Master Swimming Pool Discharge General Permit NJPDES number, NJ0128589.
- f. All applicants will have the same expiration date and will follow the same permit cycle. In accordance with N.J.A.C. 7:14A-2.7, all NJPDES permits shall be issued for fixed terms not to exceed five (5) years.
- g. The Department may deny authorization under this permit and require submittal of an application for an individual NJPDES discharge to surface water permit, another NJPDES general permit, or a NJPDES discharge to ground water permit, if deemed appropriate.
- h. A general permit authorization renewal application shall be submitted 180 days before the expiration date.
- i. A general permit revocation request shall be submitted to the Department if the pool discharge has permanently ceased.
- j. Questions regarding this general permit, should be directed to the Bureau of Surface Water and Pretreatment Permitting at (609) 292-4860 or via email at [swimmingpoolgp@dep.nj.gov](mailto:swimmingpoolgp@dep.nj.gov).

## **D. RECORDKEEPING, INSPECTION AND REPORTING**

### **1. Recordkeeping**

- a. The applicant/operating entity must maintain a copy of the general permit authorization on-site for a period of five (5) years, as per N.J.A.C. 7:14A-6.6.
- b. The applicant/operating entity shall retain records of all data used to complete the application for a NJPDES permit and copies of all reports for a period of five (5) years, as per N.J.A.C. 7:14A-6.6.

### **2. Inspection**

- i. If the B6 application is not submitted as specified per the instructions on the forms, or cannot be produced upon request of a Department or other government or jurisdictional representative, the discharger may be subject to enforcement action(s).
- ii. The discharger and/or operating entity shall allow an authorized representative of the Department, upon the presentation of credentials, to enter the premises where the regulated swimming pool is located, for purposes of inspection, and to access/copy any records that must be kept under the conditions of the permit.

### **3. Reporting**

- a. If it is suspected at any time during or directly after a discharge even that a discharge is not being conducted or was not conducted in accordance with all applicable requirements of this permit, the discharger shall call the Department's Environmental Action Hotline at 1-877-WARN-DEP (1-877-927-6337).
- b. If the conditions of this permit are not met, the Department reserves the right to require the discharger to cease discharging and obtain an individual or other general NJPDES permit or to utilize other alternate disposal methods. The Department also reserves the right to enforce all applicable NJPDES regulations should there be a suspected or confirmed violation of the conditions of the General Permit for Swimming Pool Discharges or of the Federal or New Jersey Water Pollution Control Act. Discharges, which are not conducted in accordance with all applicable conditions of this permit and, which therefore may result in adverse environmental impacts, including, but not limited to a fish kill, may subject the operating entity to enforcement action(s).
- c. If the discharge causes adverse environmental impacts to the receiving water, the discharge is in violation of this permit. The operating entity authorizing the activity and certifying compliance with the requirements of this permit would then be subjected to enforcement action as deemed appropriate by the Department.

#### **4. Electronic Submission of NJPDES Information**

- a. The below identified documents and reports, if required to be submitted by this permit, shall be electronically submitted to the NJDEP via the Department's designated Electronic Submission Service
  - i. General permit authorization requests (i.e. NJPDES applications)
  - ii. General permit termination/revocation requests

### **E. GENERAL REQUIREMENTS FOR ALL NJPDES PERMITS**

#### **1. Requirements Incorporated by Reference**

- a. The permittee shall comply with all conditions set forth in this permit and with all the applicable requirements incorporated into this permit by reference. The permittee is required to comply with the regulations, including those cited in paragraphs b. through e. following, which are in effect as of the effective date of the final permit.
- b. General Conditions
  - i. Penalties for Violations - N.J.A.C. 7:14-8.1 et seq
  - ii. Incorporation by Reference - N.J.A.C. 7:14A-2.3
  - iii. Toxic Pollutants - N.J.A.C. 7:14A-6.2(a)4i
  - iv. Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4
  - v. Duty to Mitigate - N.J.A.C. 7:14A-6.2(a)5, 6.2(a)11
  - vi. Inspection and Entry - N.J.A.C. 7:14A-2.11(e)
  - vii. Enforcement Action - N.J.A.C. 7:14A-2.9

- viii. Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9
- ix. Effect of Permit/Other Laws - N.J.A.C. 7:14A-2.9(c), 6.2(a)6&7
- x. Severability - N.J.A.C. 7:14A-2.2(b)
- xi. Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
- xii. Permit Actions - N.J.A.C. 7:14A-2.7(c)
- xiii. Permit Duration and Renewal - N.J.A.C. 7:14A-2.7(a)&(b)
- xiv. Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
- xv. Treatment Works Approval - N.J.A.C. 7:14A-22 & 23
- xvi. General Permits - N.J.A.C. 7:14A-6.13
- c. Operation and Maintenance
  - i. Need to Halt or Reduce not a Defense - N.J.A.C. 7:14A-2.9(b)
  - ii. Proper Operation and Maintenance - N.J.A.C. 7:14A-6.12(a)
- d. Monitoring And Records
  - i. Monitoring N.J.A.C. 7:14A-6.5
  - ii. Record Keeping - N.J.A.C. 7:14A-6.6
  - iii. Signatory Requirements for Monitoring Reports - N.J.A.C. 7:14A-6.9
- e. Reporting Requirements
  - i. Planned Changes - N.J.A.C. 7:14A-6.7
  - ii. Noncompliance Reporting - N.J.A.C. 7:14A-6.10
  - iii. Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10(c) & (d)
  - iv. Written Reporting N.J.A.C. 7:14A-6.10(e) &(f) & 6.8(h)
  - v. Duty to Provide Information - N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
  - vi. Transfer - N.J.A.C. 7:14A-6.2(a)8, 6.13(n), 16.1, 16.2

NJPDES MASTER GENERAL PERMIT PROGRAM INTEREST, Trenton

Permit No.NJ0128589  
DSW220001 Surface Water Master General Permit Renewal



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Mail Code - 501-02A  
Bureau of NJPDES Stormwater Permitting and Water Quality Management  
P.O. Box 420 – 501 E State St., 1<sup>st</sup> Flr.  
Trenton, NJ 08625-0420  
Phone: (609) 633-7021 / Fax: (609) 777-0432  
[http://www.state.nj.us/dep/dwq/bnpc\\_home.htm](http://www.state.nj.us/dep/dwq/bnpc_home.htm)

SHAWN M. LATOURETTE  
*Commissioner*

TAHESHA L. WAY  
*Lt. Governor*

November 01, 2023

**SENT VIA EMAIL** to: rpetrellajr@vannotcharvey.com

Ralph Petrella  
NORTH WILDWOOD CITY  
901 ATLANTIC AVE  
NORTH WILDWOOD, NJ 08260

Re: Stormwater Discharge GPA Modification  
Category: R9 -MS4 - Tier A Municipal Stormwater (GP)  
NJPDES: NJG0154831 / PI ID #: 203745  
NORTH WILDWOOD CITY  
North Wildwood City, Cape May County

Dear Interested Party,

Enclosed is a **final** New Jersey Pollutant Discharge Elimination System (NJPDES) permit Minor Modification which has been issued in accordance with N.J.A.C. 7:14A. The Tier A Municipal Stormwater General Permit authorizes the discharge of stormwater from small municipal separate storm sewer systems (MS4). The Tier A permit addresses stormwater quality issues related to both new and existing development. The permit modification changes the interim compliance due dates for the adoption and posting of certain community wide ordinances found within the permit at Part IV.B.2.a.xi and xii and Part IV.F.1.a. and b. The modification also addresses updates to referenced web addresses and minor typographical errors.

The updated final Tier A MS4 NJPDES permit and supporting documents are also posted at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm). Questions or comments regarding the final action should be addressed to Dan Kuti at [Daniel.Kuti@dep.nj.gov](mailto:Daniel.Kuti@dep.nj.gov).

Sincerely,

Gabriel Mahon, Bureau Chief  
Bureau of NJPDES Stormwater Permitting and Water Quality Management

Enclosures

c: Permit Authorization  
Response to Comments Document  
Final Permit Document

New Jersey Department of Environmental Protection



Mail Code - 501-02A  
Bureau of NJPDES Stormwater Permitting and Water Quality Management  
Water Pollution Management Element  
PO Box 420  
Trenton, NJ 08625-0420  
Phone: (609) 633-7021  
Fax: (609) 777-0432

**AUTHORIZATION TO DISCHARGE**  
**R9 -MS4 - Tier A Municipal Stormwater (GP)**

**Facility Name:**

**PI ID #:** 203745

NORTH WILDWOOD CITY

**Facility Address:**

**NJPDES #:** NJG0154831

901 ATLANTIC AVE  
NORTH WILDWOOD CITY, NJ 08260

**Type of Activity:** Stormwater Discharge GPA Modification

**Owner:**

NORTH WILDWOOD CITY  
901 ATLANTIC AVE  
NORTH WILDWOOD, NJ 08260

**Operating Entity:**

NORTH WILDWOOD CITY  
901 ATLANTIC AVE  
NORTH WILDWOOD, NJ 08260

**Issuance Date:**

12/19/2023

**Original Effective Date  
of Permit Authorization:**

01/01/2023

**Effective Date of Permit  
Modification:**

11/01/2023

**Expiration Date:**

12/31/2027

Your Request for Authorization under NJPDES General Permit No. NJ0141852 has been approved by the New Jersey Department of Environmental Protection.

A handwritten signature in cursive script that reads "Gabriel Mahon".

**Date:** 12/19/2023

Gabriel Mahon, Chief  
Bureau of NJPDES Stormwater Permitting and Water Quality Management  
New Jersey Department of Environmental Protection

## PART I GENERAL REQUIREMENTS: NJPDES

### A. General Requirements of all NJPDES Permits

#### 1. Requirements Incorporated by Reference

- a. The permittee shall comply with all conditions set forth in this permit and with all the applicable requirements incorporated into this permit by reference. The permittee is required to comply with the regulations, including those cited in paragraphs b. through e. following, which are in effect as of the effective date of the final permit.
- b. General Conditions
  - Penalties for Violations N.J.A.C. 7:14-8.1 et seq.
  - Incorporation by Reference N.J.A.C. 7:14A-2.3
  - Toxic Pollutants N.J.A.C. 7:14A-6.2(a)4i
  - Duty to Comply N.J.A.C. 7:14A-6.2(a)1 & 4
  - Duty to Mitigate N.J.A.C. 7:14A-6.2(a)5 & 11
  - Inspection and Entry N.J.A.C. 7:14A-2.11(e)
  - Enforcement Action N.J.A.C. 7:14A-2.9
  - Duty to Reapply N.J.A.C. 7:14A-4.2(e)3
  - Signatory Requirements for Applications and Reports N.J.A.C. 7:14A-4.9
  - Effect of Permit/Other Laws N.J.A.C. 7:14A-6.2(a)6 & 7 & 2.9(c)
  - Severability N.J.A.C. 7:14A-2.2
  - Administrative Continuation of Permits N.J.A.C. 7:14A-2.8
  - Permit Actions N.J.A.C. 7:14A-2.7(c)
  - Reopener Clause N.J.A.C. 7:14A-6.2(a)10
  - Permit Duration and Renewal N.J.A.C. 7:14A-2.7(a) & (b)
  - Consolidation of Permit Process N.J.A.C. 7:14A-15.5
  - Confidentiality N.J.A.C. 7:14A-18.2 & 2.11(g)
  - Fee Schedule N.J.A.C. 7:14A-3.1
  - Treatment Works Approval N.J.A.C. 7:14A-22 & 23
- c. Operation And Maintenance
  - Need to Halt or Reduce not a Defense N.J.A.C. 7:14A-2.9(b)
  - Proper Operation and Maintenance N.J.A.C. 7:14A-6.12
- d. Monitoring And Records
  - Monitoring N.J.A.C. 7:14A-6.5
  - Recordkeeping N.J.A.C. 7:14A-6.6
  - Signatory Requirements for Monitoring Reports N.J.A.C. 7:14A-6.9
- e. Reporting Requirements
  - Planned Changes N.J.A.C. 7:14A-6.7
  - Reporting of Monitoring Results N.J.A.C. 7:14A-6.8
  - Noncompliance Reporting
    - Hotline/Two Hour & Twenty-four Hour Reporting N.J.A.C. 7:14A-6.10 & 6.8(h)
    - Written Reporting N.J.A.C. 7:14A-6.10(c) & (d)
  - Duty to Provide Information N.J.A.C. 7:14A-6.10(e) & (f) & 6.8(h)
  - Schedules of Compliance N.J.A.C. 7:14A-2.11, 6.2(a)14 & 18.1
  - Transfer N.J.A.C. 7:14A-6.4
  - N.J.A.C. 7:14A-6.2(a)8 & 16.2

## **PART II**

### **GENERAL REQUIREMENTS: DISCHARGE CATEGORIES**

#### **A. Additional Requirements Incorporated By Reference**

##### **1. Additional Requirements**

- a. In addition to the requirements in Part I of this permit, the permittee is required to comply with the following requirements which are in effect as of the effective date of the final permit.
  - i. The Stormwater Management rules at N.J.A.C. 7:8.
  - ii. Conditions for General Permits at N.J.A.C. 7:14A-6.13.
  - iii. Additional Conditions applicable to UIC permits at N.J.A.C. 7:14A-8.9, UIC Corrective Action (N.J.A.C. 7:14A-8.11) and UIC Operating Criteria (N.J.A.C. 7:14A-8.16).
  - iv. Conditions for reopening and modification of small MS4 permits at N.J.A.C. 7:14A-16.4(b)21 and N.J.A.C. 7:14A-25.7(b).
  - v. Requirements for Discharges to Ground Water at N.J.A.C. 7:14A-7.
  - vi. National Pollutant Discharge Elimination System (NPDES) Electronic Reporting rule at 40 CFR Part 127.

#### **B. General Conditions**

##### **1. Notification of Non-Compliance**

- a. The permittee shall notify the Department of any non-compliance when required by N.J.A.C. 7:14A-6.10 by contacting the DEP Hotline at 1-877-WARN-DEP.

##### **2. Discharge of Pollutants**

- a. For discharges authorized by this permit, the permittee is exempt from N.J.A.C. 7:14A-6.2(a)2. This exemption means that the discharge of any pollutant not specifically regulated in this NJPDES permit or listed and quantified in the RFA shall not constitute a violation of the permit.

##### **3. Standard Reporting Requirements – Electronic Reporting of NJPDES Information**

- a. The following documents and reports shall be electronically submitted via the Department's designated electronic submission service:
  - i. General permit authorization requests (i.e., RFAs);
  - ii. General permit termination/revocation requests; and
  - iii. Municipal separate storm sewer system (MS4) program reports (see Part IV.K).

##### **4. Other Regulatory Requirements**



- a. Permit conditions remain in effect and enforceable until and unless the permit is modified, renewed, or revoked by the Department.
- b. The issuance of this permit shall not be considered as a waiver of any applicable federal, State, or local rules, regulations, and ordinances.
- c. In accordance with N.J.A.C. 7:14A-6.2(a)7, this permit does not authorize any infringement of State or local law or regulations, including, but not limited to, N.J.A.C. 7:50 (the Pinelands rules), N.J.A.C. 7:1-E (Discharges of Petroleum and other Hazardous Substances), regulations concerning threatened and endangered species and their designated critical habitat, and other Department rules. No discharge of hazardous substances (as defined in N.J.A.C. 7:1E-1.6) resulting from an onsite spill shall be deemed to be “pursuant to and in compliance with this permit” within the meaning of the Spill Compensation and Control Act at N.J.S.A. 58:10-23.11c.
- d. While the permittee is required to comply with applicable operation and maintenance requirements of N.J.A.C. 7:14A-6.12(a), the permittee is exempt from the operations and maintenance manual requirements of N.J.A.C. 7:14A-6.12(c). This exemption applies only to discharges authorized under this permit and does not alter the operation and maintenance requirements for municipally or privately-owned stormwater facilities specified in this permit or N.J.A.C. 7:8.

## **C. Eligibility**

### **1. Permit Scope**

- a. This permit applies to all municipalities assigned to Tier A under N.J.A.C. 7:14A-25.3(a)1.
- b. This permit applies to the owner or operator of the Municipal Separate Storm Sewer System (MS4) meaning the permittee. The owner or operator is responsible for ensuring compliance with this permit.

### **2. Authorized Discharges**

- a. Authorized Stormwater Discharges – Except as provided in Part II.C.3 below, this permit authorizes all new and existing stormwater discharges to surface water and groundwater from:
  - i. Small MS4s (as defined at N.J.A.C. 7:14A-1.2) owned or operated by the permittee; and
  - ii. Municipal maintenance yards and other ancillary operations, excluding wood waste recycling and leaf composting operations, owned or operated by the permittee. (See definition of “municipal maintenance yards and other ancillary operations” in Part IV, Notes and Definitions).
- b. Authorized Non-Stormwater Discharges – Except as identified in Part II.C.3.e below, the following new and existing non-stormwater discharges from small MS4s owned or operated by the permittee and from municipal maintenance yards and other ancillary operations owned or operated by the permittee are authorized under this permit:
  - i. Potable water line flushing and discharges from potable water sources, excluding the discharge of filter backwash and first flush water from potable well development/redevelopment activities utilizing chemicals in accordance with N.J.A.C. 7:9D. The volume of first flush water, which is a minimum of three times the volume of the well water column, shall be handled and disposed of properly;
  - ii. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters);
  - iii. Air conditioning condensate (excluding contact and non-contact cooling water; and industrial refrigerant condensate);

- iv. Irrigation water (including landscape and lawn watering runoff);
- v. Flows from springs, riparian habitats, wetlands, water reservoir discharges and diverted stream flows;
- vi. Residential car washing water; and dechlorinated swimming pool discharges from single family residential homes;
- vii. Sidewalk, driveway, and street wash water;
- viii. Flows from firefighting activities including the washing of fire fighting vehicles;
- ix. Flows from clean water rinsing of beach maintenance equipment immediately following use and only if the equipment is used for its intended purpose;
- x. Flows from clean water rinsing of equipment and vehicles used in the application of salt and de-icing materials. Prior to rinsing, all equipment shall be cleaned using dry methods such as shoveling and sweeping. Recovered materials are to be returned to storage or properly discarded; and
- xi. Rinsing of equipment in Part II.C.2.b.ix and x, above is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

### 3. Discharges Not Authorized

- a. This permit does not authorize “stormwater discharge associated with industrial activity” as defined in N.J.A.C. 7:14A-1.2 except as otherwise specifically provided in this permit.
  - i. Types of facilities that the permittee might operate and that are considered to be engaging in “industrial activity” include but are not limited to certain: 1) landfills; 2) transportation facilities (including certain local passenger transit and air transportation facilities); 3) facilities handling domestic sewage or sewage sludge; 4) steam electric power generating facilities; and 5) facilities processing and/or composting recyclable materials as defined in N.J.A.C. 7:26A (Recycling Rules) including wood waste recycling and leaf composting facilities; and
  - ii. Any permittee that operates an industrial facility with such a discharge must submit a separate Request for Authorization (RFA) or individual permit application for that discharge. An RFA submitted for this permit does not qualify as an RFA for such a discharge.
- b. This permit does not authorize “stormwater discharges associated with construction activity” as described in N.J.A.C. 7:14A-24.10(a) which is defined as the discharge to surface water of stormwater from construction activity that disturbs at least one acre:
  - i. Any permittee that operates a construction site with such a discharge shall submit a separate RFA under NJPDES Permit No. NJ0088323 (General Stormwater Permit Construction Activity, see [www.nj.gov/dep/dwq/5g3.htm](http://www.nj.gov/dep/dwq/5g3.htm)), or an application for an individual permit for that discharge (see [www.nj.gov/dep/dwq/bnpc\\_home.htm](http://www.nj.gov/dep/dwq/bnpc_home.htm)). An RFA submitted for this permit does not qualify as an RFA for such a discharge (see Part IV.B.3).
- c. This permit does not authorize any stormwater discharge that is authorized under another NJPDES permit. The permittee does not have to implement measures contained in this NJPDES permit for stormwater discharges at facilities owned or operated by that permittee that are regulated under a separate NJPDES stormwater permit authorizing those discharges.
- d. This permit does not authorize stormwater discharges from projects or activities that conflict with an adopted Areawide Water Quality Management Plan.

- e. This permit does not authorize stormwater discharges listed in Part II.C.2.b above that are determined to be a significant contributor of pollutants to or from the MS4, which must be addressed as an illicit connection as specified in Part IV.G.3 of this permit, or as an improper disposal of waste.

#### **4. Exclusions**

- a. Any owner, operator, and/or discharger authorized by this general permit may request to be excluded from the coverage of the general NJPDES permit by applying for an individual permit. The owner, operator, and/or discharger shall submit an application in accordance with N.J.A.C. 7:14A-4, with reasons supporting the request, to the NJDEP. The request shall be processed under N.J.A.C. 7:14A-15, 16 and 17. The request shall be granted by the issuance of an individual permit if the reasons cited by the owner, operator and/or discharger are adequate to support the request.
- b. An owner, operator, and/or discharger excluded from this general NJPDES permit solely because of an existing individual permit may request that the individual permit be revoked or modified, as appropriate, and that the discharge be authorized by the general NJPDES permit. Upon revocation or modification of the individual permit, the permittee shall be authorized under the general permit.

### **D. Administrative Process**

#### **1. Automatic Renewal of Authorizations**

- a. Upon reissuance of this general permit, existing authorizations shall be automatically renewed as provided by N.J.A.C. 7:14A-6.13(d)9 and 25.4(a)3 using the information provided in the permittee's most recently submitted RFA.

#### **2. Notification of Changes**

- a. The permittee shall provide an updated RFA to the Department within 90 days of the effective date of a renewed authorization under this general permit if any information in its most recently submitted RFA is no longer true, accurate, and/or complete.
- b. The permittee shall notify the Department of any changes of its Municipal Stormwater Program Coordinator information as specified in Part IV.A.1.e.

#### **3. Requests for Authorization**

- a. A single RFA is required for the entire eligible discharge from the small MS4 owned or operated by, and located within, a single municipality. Multiple RFAs are not required for multiple municipal operations (e.g., municipally owned and operated maintenance yards or other ancillary operations), however these municipal operations shall be included in the RFA as applicable.
- b. An RFA under this general permit shall include the following: A completed Checklist and Request for MS4 Stormwater Permits (located at [https://nj.gov/dep/dwq/forms\\_storm.htm](https://nj.gov/dep/dwq/forms_storm.htm)) and any other information as required by the Department.
- c. Upon receipt of an RFA the Department may, in accordance with N.J.A.C. 7:14A-6.13, do one of the following:
  - i. Issue notification of authorization under this permit;
  - ii. Deny authorization under this permit and require submittal of an application for an individual permit; or
  - iii. Deny authorization under this permit and require submittal of an RFA for another general permit.

- d. The Department may notify a person that the discharge is authorized by a general permit, even if the person has not submitted an RFA. A person so notified may nonetheless request an individual permit under C.4 above.

#### **E. Custom Requirement**

## **PART III**

### **Recordkeeping and Reporting**

The permittee shall keep records necessary to document the status of compliance with the conditions of this permit. The requirement to keep records and to submit an Annual Report and Certification is found at Part IV.J and K of this permit, respectively.

## **PART IV**

# **SPECIFIC REQUIREMENTS: NARRATIVE**

### **Notes and Definitions**

#### **A. Footnotes**

##### **1. Acronyms**

- a. Stormwater acronyms included in this permit are as follows:
  - i. “BMP” – Best Management Practice
  - ii. “CFR” – Code of Federal Regulations
  - iii. “EDPA” – Effective Date of Permit Authorization
  - iv. “GI” – Green Infrastructure
  - v. “MMY” – Municipal Maintenance Yard
  - vi. “MS4” – Municipal Separate Storm Sewer System
  - vii. “MSWMP” – Municipal Stormwater Management Plan
  - viii. “MSRP” – Municipal Stormwater Regulation Program
  - ix. “MTD” – Manufactured Treatment Device
  - x. “N.J.A.C.” – New Jersey Administrative Code
  - xi. “NJPDES” – New Jersey Pollutant Discharge Elimination System
  - xii. “N.J.S.A.” – New Jersey Statutes Annotated
  - xiii. “RSIS” – Residential Site Improvement Standards
  - xiv. “SPC” – Stormwater Program Coordinator
  - xv. “SPPP” – Stormwater Pollution Prevention Plan
  - xvi. “TMDL” – Total Maximum Daily Load

##### **2. Internal Cross References**

- a. For the purposes of this permit:
  - i. References to Part IV Notes and Definitions are preceded with the words “Notes and Definitions” (e.g. Notes and Definitions Part IV.A.1 refers to Acronyms).
  - ii. References to Part IV Tier A MS4 NJPDES Permit are not preceded by descriptive text (e.g. Part IV.A.1 refers to Stormwater Program Requirements).

**3. MS4 Tier A Permit Resources**

- a. The MS4 Tier A webpage ([www.nj.gov/dep/dwq/tier\\_a.htm](http://www.nj.gov/dep/dwq/tier_a.htm)) has links to guidance and related stormwater resources including, but not limited to, the following:
  - i. Tier A Permit and Supporting Documents;
  - ii. Tier A Guidance Document;
  - iii. SPPP Template;
  - iv. Model Ordinances;
  - v. Sample MSWMP;
  - vi. Outfall Inspection, Illicit Connection Inspection, and Stream Scouring Forms;
  - vii. Annual Report Online Submittal Links and Tutorials;
  - viii. MS4 Case Manager List;
  - ix. Stormwater Coordinator Contact Update Form;
  - x. Total Maximum Daily Load (TMDL) Look-up Tool;
  - xi. Snow Removal and Disposal Policy;
  - xii. Stormwater Training;
  - xiii. Clean Water NJ;
  - xiv. Outreach Materials;
  - xv. MSRP Archive; and
  - xvi. MS4 Mapping and Inventory Assistance.
- b. Stormwater Management website ([www.njstormwater.org/](http://www.njstormwater.org/)) and related documents:
  - i. Stormwater Management Rules N.J.A.C. 7:8;
  - ii. Stormwater management information and training tools;
  - iii. New Jersey Stormwater Best Management Manual; and
  - iv. Green Infrastructure and related links.
- c. Construction Site Stormwater Runoff: [www.nj.gov/dep/dwq/5g3.htm](http://www.nj.gov/dep/dwq/5g3.htm)
- d. Clean Communities, a statewide litter abatement program: [www.njclean.org](http://www.njclean.org)

**4. EPA Resources for Guidance Relating to MS4 Issues**

- a. EPA's MS4 website and related links:  
[www.epa.gov/npdes/stormwater-discharges-municipal-sources](http://www.epa.gov/npdes/stormwater-discharges-municipal-sources)

- b. EPA's National Menu of Stormwater Best Management Practices:  
[www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater](http://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater)
- c. EPA's guidance for Green Infrastructure: [www.epa.gov/green-infrastructure](http://www.epa.gov/green-infrastructure)
- d. EPA's Trash Free Waters resource page: [www.epa.gov/trash-free-waters](http://www.epa.gov/trash-free-waters)
- e. Illicit Discharge Detection and Elimination Guidance:  
[https://www3.epa.gov/npdes/pubs/idde\\_manualwithappendices.pdf](https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf)

## **B. Definitions**

### **1. Definitions**

- a. All words and terms used in this permit shall have meanings as defined in the "Regulations Concerning the New Jersey Pollutant Discharge Elimination System" (N.J.A.C. 7:14A), unless otherwise stated or unless the context clearly requires a different meaning.
  - i. "Catch Basin" means a cistern, vault, chamber or well that is typically built along a street and below an inlet grate as part of the storm sewer system that is designed to capture and retain sediment, debris, and pollutants so those particles do not pass on to the stormwater sewer system.
  - ii. "Effective Date of Permit Authorization" means the date the permittee's authorization to discharge under this permit becomes effective. This date may be found on the permittee's Authorization to Discharge page.
  - iii. "Existing permittee" means a permittee that held an authorization to discharge under the Tier A MS4 permit the day before the effective date of this permit.
  - iv. "Green infrastructure" (N.J.A.C. 7:8) means a stormwater management measure that manages stormwater close to its source by: 1. Treating stormwater runoff through infiltration into subsoil; 2. Treating stormwater runoff through filtration by vegetation or soil; or 3. Storing stormwater runoff for reuse.
  - v. "Ground water discharge point" means the lowest invert elevation of any stormwater facility where stormwater discharges into the surficial ground water aquifer.
  - vi. "Illicit connection" means any physical or non-physical connection that discharges the following to a municipal separate storm sewer system (unless that discharge is authorized under a NJPDES permit other than the NJPDES permit for discharges from that system): 1. Domestic sewage; 2. Non-contact cooling water, process wastewater, or other industrial waste (other than stormwater); or 3. Any category of non-stormwater discharges that a permittee for the MS4 identifies as a source or significant contributor of pollutants pursuant to 40 CFR 122.26(d)(2)(iv)(B)(1) or 122.34(b)(3)(iii).
  - vii. "Maintenance plan" means a maintenance plan pursuant to N.J.A.C. 7:8-5.2(b) and 5.8 prepared by the design engineer for the stormwater management measures incorporated into the design of a major development.
  - viii. "Major Development" means a "major development as defined in N.J.A.C. 7:8
  - ix. "Manufactured treatment device" means a pre-fabricated stormwater treatment structure utilizing settling, filtration, absorptive/adsorptive materials, vortex separation, vegetative components, and/or other appropriate technology to remove pollutants from stormwater runoff.



- x. "MS4 interconnection" means any point at which an MS4 flows into or from another MS4.
- xi. "Municipal maintenance yard and ancillary operation" means a municipally owned or operated maintenance and storage yard, including but not limited to, fleet or maintenance shop with outdoor storage areas, impound yard, permanent and mobile fueling location, salt/sand storage location, and snow disposal area.
- xii. "Municipal separate storm sewer" (or MS4 conveyance) means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) as defined in more detail at N.J.A.C. 7:14A-1.2.
- xiii. "Municipality" means a municipality as defined in the Municipal Land Use Law at N.J.S.A. 40:55D-5, that is, any city, borough, town, township, or village.
- xiv. "New permittee" means a permittee that obtains its first authorization to discharge under this permit on or after the effective date of this permit.
- xv. "Outfall" means any point source which discharges directly to waters of the United States and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other waters of the United States and are used to convey waters of the United States.
- xvi. "Permanent structure" means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled (new structures require a door or other means of sealing the access way from wind driven rainfall). A fabric frame structure is a permanent structure if it meets the following specifications:
  - 1. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials;
  - 2. The design shall prevent stormwater run-on and run through, and the fabric cannot leak;
  - 3. The structure shall be erected on an impermeable slab;
  - 4. The structure cannot be open sided; and
  - 5. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.
- xvii. "Point source" means any discernible, confined, and discrete conveyance, including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft, from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture.
- xviii. "Small MS4" means all municipal separate storm sewers (other than "large" or "medium" municipal separate storm sewer systems as defined in N.J.A.C. 7:14A-1.2) that are:
  - 1. Owned or operated by municipalities described under N.J.A.C. 7:14A-25.1(b);
  - 2. Owned or operated by county, State, interstate, or Federal agencies, and located at public complexes as described under N.J.A.C. 7:14A-25.2(a)2;
  - 3. Owned or operated by county, State, interstate, or Federal agencies, and located at highways and other thoroughfares as described under N.J.A.C. 7:14A-25.2(a)3; or
  - 4. Owned or operated by county, State, interstate, Federal, or other agencies, and receive special designation under N.J.A.C. 7:14A-25.2(a)4.
- xix. "Solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids.

- xx. "Storm drain inlet" means the point of entry into the storm sewer system.
- xxi. "Stormwater" means water resulting from precipitation (including rain and snow) that runs off the land's surface; is transmitted to the subsurface; is captured by separate storm sewers or other sewerage or drainage facilities; or is conveyed by snow removal equipment.
- xxii. "Stormwater facility" means stormwater infrastructure including, but not limited to, catch basins, infiltration basins, detention basins, green infrastructure, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances.
- xxiii. "Stormwater management measure" (N.J.A.C. 7:8-1.2) means any practice, technology, process, program, or other method intended to control or reduce stormwater runoff and associated pollutants, or to induce or control the infiltration or groundwater recharge of stormwater or to eliminate illicit or illegal non-stormwater discharges into stormwater conveyances.
- xxiv. "Stream scouring" means the erosion or removal of streambed or bank material by the physical action of flowing water and the sediment that it carries.
- xxv. "Total maximum daily load" or "TMDL" means a total maximum daily load formally established pursuant to Section 7 of the Water Quality Planning Act (N.J.S.A. 58:11A-7) and Section 303(d) of the Clean Water Act, 33 U.S.C. §§12512 et seq. A TMDL is the sum of individual wasteload allocations for point sources, load allocations for nonpoint sources of pollution, other sources such as tributaries or adjacent segments, and allocations to a reserve or margin of safety for an individual pollutant.
- xxvi. "Wasteload allocation" means the portion of a receiving water's total maximum daily load for a specific pollutant that is allocated to one of its existing or future point sources of pollution. WLAs constitute a type of water quality-based effluent limitation.
- xxvii. "Waters of the State" means the ocean and its estuaries, all springs, streams and bodies of surface or ground water, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.
- xxviii. "Wood waste" means source separated whole trees, tree trunks, tree parts, tree stumps, brush, and lumber (non-chemically treated, glued, dyed, or painted).
- xxix. "Yard trimmings" (N.J.A.C. 7:26A-1.3) means grass clippings, leaves, wood chips from tree parts, and brush.
- xxx. "Yard waste" means loose leaves and grass clippings.

## **MS4 - Tier A Municipal Stormwater (GP)**

### **A. Stormwater Management Program**

#### **1. Stormwater Program Requirements**

- a. The permittee shall develop, update, implement and enforce an MS4 stormwater program. A primary objective of the MS4 stormwater program shall be to implement best management practices and other measures that are designed to reduce the discharge of pollutants from the permittee's MS4, municipal maintenance yards and other ancillary operations, to the maximum extent practicable pursuant to N.J.A.C. 7:14A-25.6(a)1 and 40 CFR 122.34(a), to protect water quality, and to satisfy the applicable water quality requirements of the Clean Water Act.
- b. The permittee shall modify and update its MS4 stormwater program (including applicable plans and ordinances) to conform with applicable new legislation or new or amended regulations. Such modification and update shall be completed and effective within 12 months of written notification by the Department of the need for modification and update.
- c. The permittee shall develop, update, implement and maintain a written Stormwater Pollution Prevention Plan (SPPP) that documents the permittee's MS4 stormwater program and describes the measures necessary for compliance with all permit conditions.
- d. A principal executive officer or a ranking elected official shall designate a duly authorized Stormwater Program Coordinator (SPC) who has the knowledge to manage the implementation and compliance of the permittee's MS4 stormwater program and shall be responsible for the following:
  - i. Coordinating the permittee's implementation of its MS4 stormwater program, permit conditions, and SPPP;
  - ii. Signing and dating the SPPP; and
  - iii. The completion and submittal of the Municipal Stormwater Regulation Program (MSRP) Annual Report, consistent with Part IV.K.
- e. The permittee shall notify the Department of any designated SPC change within thirty (30) days of the change through the completion of a NJPDES Contact Information Update Form, which can be found on the MS4 Tier A webpage, or through the online MSRP Annual Report submission. See Part IV.K.
- f. The MS4 stormwater program and the SPPP shall be consistent with the Municipal Stormwater Management Plan (MSWMP). The MSWMP is also a component of the municipal master plan (N.J.S.A. 40:55D-94 and 28b(5)). The MSWMP describes the municipality's strategy, structure, and process for addressing stormwater runoff from new development and redevelopment to ensure compliance with the Stormwater Management rules (N.J.A.C. 7:8). This strategy, structure and process also constitutes much of the post construction stormwater management program in this permit. See Part IV.B.4.

#### **2. Stormwater Pollution Prevention Plan (SPPP) Requirements**

- a. The permittee shall include in the SPPP, at a minimum, information that:
  - i. Identifies the person designated as the SPC per Part IV.A.1.d above, and the members of the SPPP Team, which is comprised of the person(s) responsible for implementing or coordinating the stormwater program activities;

## MS4 - Tier A Municipal Stormwater (GP)

- ii. Describes the measures the permittee has established to ensure compliance with all components of this permit with details regarding how each element of the stormwater program is implemented. The permittee shall tailor their SPPP to describe the specific measures applicable to their municipality;
  - iii. Identifies each individual municipal maintenance yard and ancillary operation, including the site-specific details of each yard or ancillary operation. At a minimum, the SPPP for permittees with multiple yards must include individual forms for each yard or ancillary operation, as well as any other site specific SPPP Forms for each yard or ancillary operation, where applicable;
  - iv. Documents all shared or contracted services as allowed under Part IV.A.3, below;
  - v. Notes the location of all records/documentation required by this permit; and
  - vi. Reflects the measurable goals, implementation schedules, recordkeeping, and other requirements of this permit.
- b. The permittee's SPPP shall be submitted electronically to the Department by Existing Permittees on or before EDPA + 6 months and by New Permittees on or before EDPA + 12 months. The SPPP shall also be posted on the permittee's dedicated stormwater webpage (See Part IV.B.2).
  - c. The permittee shall review the SPPP at least annually and update it as often as necessary to reflect changes related to the permittee's MS4 stormwater program. Any amendments to the SPPP:
    - i. Shall continue to meet the requirements of this permit;
    - ii. Shall be incorporated into the SPPP and recorded on the SPPP revisions page;
    - iii. Shall be signed and dated by the SPC; and
    - iv. Shall be submitted electronically to the Department within thirty (30) days of the amendments.
  - d. The permittee shall amend the SPPP to adequately address any deficiencies identified by the Department within thirty (30) days of notice, unless otherwise specified by the Department.

### 3. Implementation of SPPP Conditions through Shared or Contracted Services

- a. The permittee may rely on another entity (e.g., governmental, stormwater utility, private, or nonprofit organization such as a watershed association) to satisfy one or more of the permit conditions, or component thereof, through the implementation of best management practices or control measures, provided that:
  - i. The other entity implements best management practice(s), control measure(s), or component(s) thereof, which are at least as stringent and as frequent as the corresponding permit requirement;
  - ii. The other entity agrees in writing or is required by law to implement the measure(s), or component(s) thereof, in such a manner that complies with the permit on the permittee's behalf; and
  - iii. The permittee specifies in its SPPP (1) which permit conditions will be implemented by another entity and (2) the name of the responsible entity.
- b. The permittee is responsible for compliance with this permit if the other entity fails to implement the measure(s) or component(s), thereof.

**B. Minimum Standards for Public Involvement and Participation Including Public Notice****1. Public Involvement and Participation Including Public Notice**

- a. The permittee shall comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the MS4 stormwater program. Requirements include, but are not limited to:
  - i. The Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.);
  - ii. Statutory procedures for the enactment of ordinances (N.J.S.A. 40:49-2); and
  - iii. The Municipal Land Use Law concerning the adoption or amendment of the MSWMP (N.J.S.A. 40:55D-13, 28 and 94), and the review of applications for development (N.J.S.A. 40:55D-12).
- b. The permittee shall maintain records necessary to demonstrate compliance with the public participation requirements of a, above.
- c. All permittees shall comply with this requirement on EDPA.

**2. Municipal Stormwater Webpage**

- a. The permittee shall develop and maintain a dedicated stormwater webpage on its municipal website (see example stormwater webpage at [www.nj.gov/dep/dwq/msrp\\_outreach\\_material.htm](http://www.nj.gov/dep/dwq/msrp_outreach_material.htm)). This webpage shall at a minimum, make elements of the permittee's MS4 stormwater program available to the public by providing links to the latest version of each of the following:
  - i. Stormwater Pollution Prevention Plan (SPPP) (excluding inspection logs and other recordkeeping documents);
  - ii. Municipal Stormwater Management Plan (MSWMP);
  - iii. Stormwater Control Ordinance (SCO);
  - iv. Pet Waste Ordinance;
  - v. Wildlife Feeding Ordinance;
  - vi. Litter Control Ordinance;
  - vii. Improper Disposal of Waste Ordinance;
  - viii. Containerized Yard Waste/Yard Waste Collection Program Ordinances;
  - ix. Private Storm Drain Inlet Retrofitting Ordinance;
  - x. Illicit Connection Ordinance;
  - xi. Tree Removal/Replacement Ordinance (due on or before May 1, 2024 as per Part IV.F);
  - xii. Privately-Owned Salt Storage Ordinance (due on or before May 1, 2024 as per Part IV.F);
  - xiii. MS4 Outfall Pipe Map;
  - xiv. MS4 Infrastructure Map (due on or before EDPA + 36 months as per Part IV.G); and

- xv. Watershed Improvement Plan (due in accordance with the phases identified in Part IV.H).
- b. The permittee shall develop a dedicated stormwater webpage on its municipal website that contains links to the minimum elements in a. above on or before EDPA + 3 months for existing permittees, and EDPA + 12 months for new permittees, unless a later date is specified above.

## **C. Minimum Standards for Local Public Education and Outreach**

### **1. Local Public Education and Outreach**

- a. The permittee shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and ground water and involves the public in reducing pollutants in stormwater and mitigating flow. The permittee shall:
  - i. Annually conduct activities that total at least 12 points and include activities from at least three of the five categories as set forth in Attachment A;
  - ii. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste; and
  - iii. Keep records necessary to demonstrate compliance, including date of activities and any other relevant documentation
- b. All permittees shall comply with this requirement on EDPA.

## **D. Minimum Standards for Construction Site Stormwater Runoff**

### **1. Construction Site Stormwater Runoff**

- a. Construction site stormwater runoff activities are authorized under a separate NJPDES permit, which is typically the Construction Activity NJPDES Stormwater General Permit No. NJ0088323 pursuant to N.J.A.C. 7:14A-25.6(b)2, or an individual permit pursuant to N.J.A.C. 7:14A-24.7(a)2. See Part II.C.3.b and [www.nj.gov/dep/dwq/5g3.htm](http://www.nj.gov/dep/dwq/5g3.htm).
- b. Pursuant to N.J.A.C. 7:14A-25.7(b), the permittee is not required to reference construction site stormwater runoff control in its SPPP.
- c. All permittees shall comply with this requirement on EDPA.

## **E. Minimum Standards for Post Construction Stormwater Management in New Development and Redevelopment**

### **1. Stormwater Management Program to Address Post Construction Stormwater Management in New Development and Redevelopment**

- a. The permittee shall develop, update, implement and enforce its stormwater management program to address post construction stormwater runoff in new development and redevelopment and to ensure compliance with the Stormwater Management rules at N.J.A.C. 7:8.
- b. The post construction stormwater management program established by the permittee shall address stormwater runoff from "major development" as defined in the Stormwater Management rules at N.J.A.C. 7:8 unless any additional development is defined as "major development" by the permittee's Stormwater Control Ordinance.

- c. The post construction stormwater management program established by the permittee shall require compliance with the applicable design, performance and maintenance standards established under N.J.A.C. 7:8 for “major development”.
- d. The permittee shall review and analyze development plans for compliance with N.J.A.C. 7:8 and the permittee’s SCO or RSIS as applicable, even if a permit is required by the Department for the same or similar activity (e.g., a Land Use permit).
- e. The permittee shall ensure that “major development” projects are constructed in accordance with the approved development plans.
- f. The permittee’s review engineer for compliance with N.J.A.C. 7:8 shall be independent from the design engineer, shall not have been involved in the design of the development plans, and shall have completed the Department’s Stormwater Management Design Review Course within the last 5 years, and the Stormwater Management Rule Amendment Training if required, as per Part IV.F.8 and 9.
- g. The permittee shall ensure that the post construction stormwater management program requires that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) for stormwater management (N.J.A.C. 5:21-7) comply with those standards, including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21.
- h. The permittee shall include each approved major development on the Major Development Project List and submit the Major Development Project List to the Department annually with the MSRP Annual Report.
- i. The Stormwater Management rules (N.J.A.C. 7:8) and the Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7), independently and as implemented in this permit, apply to all areas of the municipality.
- j. All permittees shall comply with this requirement on EDPA.

## **2. Municipal Stormwater Management Plan (MSWMP)**

- a. The permittee shall adopt, amend, and implement a written MSWMP, pursuant to N.J.A.C. 7:8, to describe the framework of the permittee’s strategy, structure, and process for its post construction stormwater management program according to the following:
  - i. Conduct a re-examination of its MSWMP as part of the re-examination of its municipal master plan in accordance with N.J.A.C. 7:8-4.3(c) and (d), at least every 10 years, or more often as necessary to reflect changes related to the permittee’s stormwater management program (e.g., if required due to amendments to the Stormwater Management rules at N.J.A.C. 7:8);
  - ii. Submit the adopted MSWMP to the county review agency for review and approval at least 20 days prior to public hearing pursuant to the requirements at N.J.A.C. 7:8-4.4. This includes MSWMP re-examinations without change;
  - iii. Electronically submit the county approved MSWMP and any amendments to the Department within thirty (30) days of the effective date of the plan;
  - iv. Post the county approved MSWMP and any amendments on the permittee’s website (see Part IV.B.2) within thirty (30) days of the effective date of the plan; and

- v. The date on the MSWMP shall reflect the most recent re-examination/revision date approved by the county review agency.

### **3. Municipal Stormwater Control Ordinance (SCO)**

- a. The permittee shall develop, adopt, amend, implement, and enforce a municipal SCO (see example at <https://dep.nj.gov/stormwater/bmp-manual/>) in accordance with N.J.A.C. 7:8, which shall, at a minimum:
  - i. Control aspects of residential development and redevelopment projects that are not pre-empted by the RSIS;
  - ii. Control stormwater from non-residential development and redevelopment projects, in accordance with the requirements at N.J.A.C. 7:8; and
  - iii. Set forth special area standards approved by the Site Improvement Advisory Board for residential development or redevelopment projects under N.J.A.C. 5:21-3.5.
- b. Additional requirements of the SCO include:
  - i. Submit SCO to permittee's county planning board for approval.
  - ii. If all or part of the municipality is located within the Pinelands, the SCO for that portion of the municipality must follow the Pinelands model SCO and be approved by the Pinelands Commission.

### **4. Mitigation Plan**

- a. The permittee shall only grant a variance from the design and performance standards for stormwater management measures if the permittee has a mitigation plan included in an approved MSWMP and SCO(s), and which meets the following requirements:
  - i. The mitigation plan shall identify measures that are necessary to offset the deficit created by granting the variance. The mitigation plan must satisfy the criteria in the Stormwater Management rules at N.J.A.C. 7:8-4.2(c)11 and 4.6. (See Chapter 3 of the NJ Stormwater BMP Manual at <https://www.njstormwater.org> for guidance); and
  - ii. The permittee submits, within (30) days after approving a variance, a written report to the county review agency and to the Department via email ([dwq-bnpsc-stormwatermanagement@dep.nj.gov](mailto:dwq-bnpsc-stormwatermanagement@dep.nj.gov)) describing the variance and the required mitigation in accordance with N.J.A.C. 7:8-4.6(a)3.

## **F. Minimum Standards for Pollution Prevention / Good Housekeeping for Municipal Operators**

### **1. Community-wide Ordinances**

- a. The permittee shall adopt and enforce the following community-wide ordinances (New Permittee: shall adopt and enforce the following community-wide ordinances on or before May 1, 2024):
  - i. Pet Waste Ordinance: The permittee shall adopt and enforce an ordinance that requires pet owners or their keepers to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person. Information on the Pet Waste Ordinance, the website address where it can be located, and the benefits of proper disposal of pet solid waste shall be distributed with pet licenses;



- ii. **Wildlife Feeding Ordinance:** The permittee shall adopt and enforce an ordinance that prohibits the feeding of any wildlife (e.g., Canada Geese) in any public park or on any other property owned or operated by the permittee. Exclusions include wildlife confined in zoos, parks, or rehabilitation centers as well the following unconfined animals: (1) wildlife at environmental education centers; (2) feral cats as part of an approved Trap-Neuter-Release program; and (3) other kinds of unconfined animals, if any, that the ordinance specifically lists and excludes for reasons set forth in the ordinance;
  - iii. **Litter Control Ordinance:** The permittee shall adopt and enforce a litter ordinance or enforce the existing State litter statute at N.J.S.A 13:1E-99.3;
  - iv. **Improper Disposal of Waste Ordinance:** The permittee shall adopt and enforce an ordinance prohibiting the improper spilling, dumping, or disposal of materials other than stormwater into the MS4 system excluding those discharges as allowable under Part II.C.2.b;
  - v. **Yard Waste Ordinance:** The permittee shall adopt and enforce one of the following yard waste ordinances: 1) An ordinance that prohibits placing non-containerized yard wastes (defined as leaves and/or grass clippings) into the street; or 2) An ordinance that prohibits placing non-containerized yard waste at the curb or along the street within 10 feet of any storm drain inlet and no sooner than seven (7) days prior to a scheduled and announced collection. The frequency of yard waste pickups shall be determined at the discretion of the permittee but shall be part of a set yard waste collection schedule which is noticed to all municipal residents and businesses; and
  - vi. **Private Storm Drain Inlet Retrofitting Ordinance:** The permittee shall adopt and enforce an ordinance requiring the retrofitting of existing storm drain inlets on private property to meet the standard in Attachment B (Design Standard for Storm Drain Inlets). Specifically, this ordinance: 1) shall apply to storm drain inlets, on property not owned or operated by the Permittee (e.g., condominium associations), that are in direct contact (i.e., contiguous) to repaving; repairing (excluding individual pothole repair); resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); and reconstruction or alteration of facilities; and 2) shall not apply to a residential lot with one single family house.
- b. The permittee shall adopt and enforce the following community-wide ordinances on or before May 1, 2024:
- i. **Privately-Owned Salt Storage Ordinance:** Adopt and enforce an ordinance requiring that piles of salt and other solid (granular) de-icing materials which are not stored in a permanent structure be covered by tarping when not in use and secured in a way to prevent its exposure to rain, snow, or stormwater run-on; and
  - ii. **Tree Removal/Replacement Ordinance:** Adopt and enforce an ordinance to control tree removal and replacement to reduce stormwater runoff and pollutants, and to promote infiltration of rainwater into the soil.
- c. Additional ordinance requirements of this permit are found at Part IV.E.3 (Stormwater Control Ordinance) above and Part IV.G.3.c (Illicit Connection Ordinance) below.

- d. **Optional Privately-Owned Refuse Container/Dumpster Ordinance:** Permittees have the option of adopting and enforcing an ordinance requiring privately-owned dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times. This ordinance is not intended for litter receptacles; individual homeowner trash and recycling containers; containers that hold large bulky items (e.g., furniture, bound carpet, and padding); permitted temporary demolition containers; and refuse containers at industrial facilities authorized to discharge stormwater under a valid NJPDES permit.
  - i. This ordinance serves to prevent the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids, or solids from refuse containers.
  - ii. Discharges of liquids, semi-liquids, or solids from these dumpsters or refuse containers into the MS4, or the surface or ground waters of the state, are illegal discharges not authorized under this permit and must be reported to the NJDEP Hotline at 1-877-WARNDEP (1-877-927-6337).
- e. Model ordinances can be found at [www.nj.gov/dep/dwq/example\\_ordinance.htm](http://www.nj.gov/dep/dwq/example_ordinance.htm).

## 2. Community-wide Measures

- a. The permittee shall develop and implement the following community-wide pollution prevention measures, and good housekeeping measures to control solid and floatable materials, which shall be described in the written SPPP:
  - i. **Triannual Street Sweeping:** The permittee shall sweep, at a minimum of once every four months, or more frequently as necessary to eliminate recurring problems, all segments of concrete and/or asphalt roads that are owned or operated by the permittee and have storm drain inlets that discharge to surface water. Sweeping is not required for gravel, dirt, or tar and chip roads. Existing Permittees shall continue with the current street sweeping schedule until the new triannual sweeping program is implemented on or before EDPA + 36 months. New Permittees shall begin this sweeping program on or before EDPA + 36 months.
  - ii. **Annual Street Sweeping:** The permittee shall sweep, at a minimum of once per year, or more frequently as necessary to eliminate recurring problems, all segments of roads that are owned or operated by the permittee, that do not have storm drain inlets, but discharge to surface water. Existing Permittees shall continue with the current street sweeping schedule until the new annual sweeping program is implemented on or before EDPA + 36 months. New Permittees shall begin this sweeping program on or before EDPA + 36 months.
  - iii. **Storm Drain Inlet Labeling:** The permittee shall label all permittee owned or operated storm drain inlets that do not have permanent wording cast into the structure of the inlet to indicate that it empties directly into a local waterway. This applies to inlets that are located along sidewalks that are adjacent to municipal streets, and within plazas, parking areas, maintenance yards or other ancillary activities that are operated by the permittee. The permittee shall maintain records of which inlets have been labeled. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.
  - iv. **Storm Drain Inlet Retrofitting:** The permittee shall comply with the standards set forth in Attachment B (Design Standards for Storm Drain Inlets) of this permit to control passage of solid and floatable materials through storm drain inlets installed by the permittee. The permittee shall retrofit all permittee owned or operated storm drain inlets with the standards set forth in Attachment B on or before EDPA + 59 months.

- v. Storm Drain Installation: The permittee shall not install storm drains that do not include a catch basin or other BMP designed for solids collection in areas which drain to surface waters and that do not have any other downstream BMPs prior to the surface water discharge. Storm drains installed on bridges or culverts are exempt from this requirement. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.
- vi. Herbicide Application Management: The permittee shall restrict the application of herbicides to prevent herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation. At a minimum, the permittee shall: (1) not apply herbicides on or adjacent to storm drain inlets, or on steeply sloping ground; (2) only apply herbicides along curb lines and unobstructed shoulders that contain unwanted vegetation; and (3) only apply herbicides within a 2-foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.
- vii. Excess De-Icing Material Management: The permittee shall remove, within 72 hours after the end of the storm event, conditions permitting, piles of excess salt and de-icing materials that have been deposited during spreading operations (e.g., piles resulting from accidental spillage or when spreading equipment is started or stopped) on all streets and parking areas owned or operated by the permittee. Excess de-icing material removed from streets and parking areas may be returned to storage or properly managed if unsuitable for reuse. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.
- viii. Roadside Vegetative Waste Management: The permittee shall ensure the proper pickup, handling, storage and disposal of wood waste and yard trimmings generated by the permittee. Wood waste and yard trimmings shall be managed to minimize the impact of vegetative maintenance activities on stormwater discharge quality and shall be prohibited from being blown or deposited into storm drain inlets and stormwater facilities. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.
- ix. Roadside Erosion Control: The permittee shall develop a program to detect and repair erosion along the roads owned or operated by the permittee and to inspect and maintain the stability of shoulders, embankments, ditches, and soils along these roads to ensure that they are not eroding and contributing to the sedimentation of receiving waters or stormwater infrastructure. Inspections of municipal roads shall occur at least once per year, and any repairs shall be completed as soon as practicable, but no later than 90 days from discovery, unless the Department is notified with an alternative schedule of completion, and be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey, N.J.A.C. 2:90-1, as applicable. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA + 12 months.
- x. The permittee shall maintain a log sufficient to demonstrate compliance with this section. Example Maintenance Logs and Inspection Records forms are available at [www.njstormwater.org](http://www.njstormwater.org).

### **3. Inspection and Maintenance of Stormwater Facilities Owned or Operated by the Permittee**

- a. The permittee shall develop, update, and implement a program to ensure adequate long-term cleaning, operation, and maintenance of all municipally owned or operated stormwater facilities, which includes but is not limited to:

- i. Storm Drain Inlet Inspection: The permittee shall inspect, at a minimum of once per year, all storm drain inlets that it owns or operates;
- ii. Storm Drain Inlet Cleaning and Maintenance: The permittee shall develop, update, and implement a storm drain inlet cleaning and maintenance program. The program shall establish the conditions under which a storm drain inlet must be cleaned, and maintenance performed. Cleaning and maintenance shall be conducted, at a minimum, as frequently as necessary to ensure that sediment, trash, or other debris is removed as necessary to restrict it from entering the waters of the State; to eliminate recurring problems; and maintain proper function;
- iii. Catch Basin Inspection: The permittee shall inspect all catch basins that it owns or operates. At a minimum, permittees shall inspect a minimum of 20% of the total per year, rotating the schedule in such a way that all catch basins are inspected at least once every five years on approximately the same frequency;
- iv. Catch Basin Cleaning: The permittee shall develop, update, and implement a catch basin cleaning and maintenance program. The program shall establish when a catch basin must be cleaned and maintained and include procedures for cleaning and maintenance. Cleaning and maintenance shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State; to eliminate recurring problems; and maintain proper function. For guidance related to catch basin cleaning, refer to the EPA Catch Basin Technology Overview and Assessment (<https://nepis.epa.gov/Exe/ZyPURL.cgi?Dockey=300002QL.TXT>);
- v. MS4 Conveyance Inspection and Cleaning: The permittee shall develop, update, and implement a MS4 conveyance inspection, cleaning, and maintenance program. The program shall establish when the MS4 conveyance must be cleaned and maintained to ensure proper function and operation;
- vi. Stormwater Infrastructure Inspection (excluding i. – v. above and outfalls): The permittee shall inspect all stormwater infrastructure that it owns or operates pursuant to approved maintenance plans. If there are no approved maintenance plans for certain stormwater infrastructure, the permittee shall inspect that infrastructure at least 4 times annually, and after each rainstorm exceeding 1 inch of total rainfall, unless the NJ Stormwater BMP Manual recommends a less frequent schedule;
- vii. Stormwater Infrastructure Maintenance (excluding i. – v. above and outfalls): The permittee shall perform maintenance pursuant to approved maintenance plans, or more frequently as needed, to ensure the proper function and operation. See [www.njstormwater.org](http://www.njstormwater.org); for maintenance guidance;
- viii. The permittee shall maintain a log sufficient to demonstrate compliance with this section, including but not limited to the type of stormwater facility; location information of the facility with geographic coordinates; name of inspector; date of inspection; observations of the structural integrity; history of complaints; evidence of current or previous flooding; any preventative and corrective maintenance performed; and any additional information or findings. Example Maintenance Logs and Inspection Records forms are available at [www.njstormwater.org](http://www.njstormwater.org) under the maintenance guidance link;
- ix. If stormwater facilities are found not to be functioning properly, corrective maintenance and repairs shall be completed as soon as practicable, but no later than 90 days from discovery, unless another timeframe is authorized by the Department. The permittee shall prioritize these activities based upon environmental, health and safety concerns; and

- x. The permittee shall certify in the MSRP Annual Report whether or not municipally owned or operated stormwater facilities have been inspected, are properly maintained, and are properly functioning.
- xi. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.

**4. Inspection and Maintenance of Stormwater Facilities Not Owned or Operated by the Permittee**

- a. The permittee shall develop, update, implement and enforce a program to ensure adequate long-term cleaning, operation and maintenance of stormwater facilities not owned or operated by the permittee, not subject to the conditions of another NJPDES stormwater permit and which were constructed after February 7, 1984.
- b. The permittee shall ensure that stormwater facilities not owned or operated by the permittee are inspected and maintained pursuant to approved maintenance plans, or more frequently as needed to ensure the proper function and operation of the stormwater facility, but at a frequency of not less than once per year.
- c. The permittee shall ensure that proper maintenance includes cleaning and removal of solid and floatable materials, including trash/litter, excess leaves or grass clippings, branches, logs, any other debris, or excess growth. These materials have the potential to impede the proper function and/or restrict flow causing flooding or excessive discharge velocity or may be discharged to the receiving waters. The permittee may require the owners or operators of these facilities to take measures to prevent the accumulation, discharge, or other hazards caused by such debris in the stormwater facilities (e.g., catch basins along roads and parking areas, and detention basins).
- d. The permittee shall maintain a log sufficient to demonstrate compliance with this section, including but not limited to the actions taken by the permittee to enforce compliance with the long-term cleaning, operation, and maintenance program; the stormwater facility that was the subject of the action; location information of the facility with geographic coordinates; the name and title of person responsible for enforcement; the date of the action; and the findings. Example Maintenance Logs and Inspection Records forms are available at [www.njstormwater.org](http://www.njstormwater.org) under the maintenance guidance link;
- e. The permittee shall maintain copies of all maintenance plans, as defined in Notes and Definitions, Part IV.B.1.a.vi, of this permit, for stormwater facilities approved by the municipality. The permittee shall provide copies of these maintenance plans to the Department upon request.
- f. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.

**5. Municipal Maintenance Yards and Other Ancillary Operations**

- a. Documenting Best Management Practices at all MMYs: The permittee shall implement Best Management Practices (BMPs) at each individual municipal maintenance yard (MMY) and ancillary operation owned or operated by the permittee. Each MMY and ancillary operation shall be identified by its own form in the SPPP which shall include a description of the site-specific activities and associated BMPs. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement upon EDPA + 12 months.

- b. **Site Inspections:** The permittee shall inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible), and identify conditions that would contribute to stormwater contamination, illicit discharges, or negative impacts to the permittee's MS4. The permittee shall maintain a log sufficient to demonstrate compliance with this section, including but not limited to dates and times of the inspections; the name of the person conducting the inspection; and conditions requiring attention and remedial actions taken for all activities occurring. This log must be kept on-site, with a copy kept with the SPPP and made available to the Department upon request. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement upon EDPA + 12 months.
- c. **Inventory List:** The permittee shall maintain a list of all materials and machinery which could be a source of pollutants in a stormwater discharge. The materials in question include but are not limited to raw materials, intermediate products, final products, waste materials, by-products, machinery and fuels, lubricants, solvents, and detergents. Materials or machinery that are stored in a permanent structure and therefore not exposed to stormwater do not need to be included. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement upon EDPA + 12 months.
- d. **Container Labels:** The permittee shall properly label all containers. Labels shall be legible, clean, and visible. Containers shall be kept in good condition, protected from damage and spillage, and tightly closed when not in use. When practical, store containers indoors. If indoor storage is not practical, containers may be stored outside if covered and placed on spill platforms or clean pallets. An area that is graded and/or bermed to prevent run-through of stormwater may be used in place of spill platforms or clean pallets. Outdoor storage locations shall be regularly maintained. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement upon EDPA + 12 months.
- e. **Spill Kits:** The permittee shall conduct cleanups of spills of liquids or dry materials immediately after discovery. Spills that are suspected to be a threat to human health or the environment shall be immediately reported to the NJDEP Hotline at 1-877-WARNDEP (1-877-927-6337). All spills shall be cleaned using dry cleaning methods only. Clean up spills with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and sweep the rest of the area. Dispose of collected waste properly. Store clean-up materials, spill kits and drip pans near all liquid transfer areas, protected from rainfall. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement upon EDPA + 12 months.
- f. **Bulk Liquid Storage:** The permittee shall have secondary containment (e.g., spill containment dikes, etc.) for all aboveground storage tanks containing bulk liquid (including but not limited to gasoline, diesel fuel, heating oil, hydraulic oil, used oil and liquid de-icing materials). The containment area must be impervious and be able to contain the volumetric capacity of at least 110% of the largest tank's capacity within the containment area. The containment area must be constructed so that no volume of bulk liquid can escape through drains, storm sewer systems, or to the surface waters or ground waters of the state. All accessory pipes, hoses, valves, and pumps must also be located within the containment area. It is recommended that the tank be protected to prevent stormwater from accumulating in the containment structure. Existing and new Tier A permittees shall implement this requirement by EDPA + 12 months.
- g. **Fueling Operations:** The permittee shall establish, maintain, and implement standard BMPs to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps. At a minimum, these include:

- i. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels;
  - ii. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. A trained employee shall be present to supervise the bulk transfer of fuel;
  - iii. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment that include all the following: "Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited"; "Stay in view of fueling nozzle during dispensing"; and the contact information for the person(s) responsible for spill response; and
  - iv. Immediately repair or replace any equipment, tanks, pumps, piping, and fuel dispensing equipment found to be leaking or in disrepair.
  - v. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement by EDPA + 12 months.
- h. Discharge of Stormwater from Secondary Containment: The permittee may discharge stormwater accumulated in a secondary containment area (e.g., fuel storage, de-icing solution storage, brine solution) provided a visual inspection is performed to ensure that the contents of aboveground storage tank have not come into contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the permittee shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the permittee cannot determine with reasonable certainty that the stormwater in the secondary containment area is uncontaminated, then the stormwater shall be hauled offsite for proper disposal. If the secondary containment area contains a valve, this valve shall remain closed at all times except as described above. Existing and new permittees shall implement this requirement upon EDPA.
- i. Vehicle/Equipment Maintenance and/or Repair: The permittee shall perform vehicle and equipment maintenance in a manner that prevents the exposure of pollutants to stormwater. Whenever possible, the permittee shall conduct vehicle and equipment maintenance and/or repair activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors. Existing and new permittees shall implement this requirement upon EDPA.
- j. Wash Wastewater Containment: The permittee shall manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to surface or ground waters of the State. A permittee that cannot discharge wash wastewater to a sanitary sewer may temporarily store wash wastewater in a containment structure prior to proper disposal under the following conditions:

- i. Structural Inspections: The containment structure(s) does not leak. Any underground tanks and associated piping shall be tested for integrity every three years using appropriate methods determined by "The List of Leak Detection Evaluations for Storage Tank Systems" created by the National Work Group on Leak Detection Evaluations, or as determined appropriate and certified by a professional engineer for the site-specific containment structure(s). For any cathodically protected containment system, provide a passing cathodic protection survey every three years;
- ii. Visual Inspections: Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound. Log dates of inspection, inspector's name, and conditions using the attached Underground Vehicle Wash Water Storage Tank Use Log or found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm). This visual inspection is not required if system design prevents such inspection;
- iii. Overfill Prevention: Operate containment structures to prevent overfilling resulting from normal or abnormal operations, malfunctions of equipment, and human error. Wash wastewater shall no longer be introduced when determined to be at 95% capacity. Record each measurement to the nearest ½ inch. See the Underground Vehicle Wash Water Storage Tank Use Log found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm);
- iv. Leak Remediation: Containment structures shall be emptied and removed from service immediately upon detection of deterioration that could result in a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C. 7:26E if the discharge is confirmed;
- v. Pump-outs (including clean-outs): All wash wastewater placed into storage must be disposed of in a legally permitted manner. Maintain a log of equipment and vehicle wash wastewater containment structure pump-outs (removes only the water) and clean-outs (removes all water and sludge) including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See the Underground the Vehicle Wash Wastewater–Underground Storage Tank Pump-Out/Clean-Out Log found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm);
- vi. Annual Engineer's Certification: Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including wash pad, catch basin, sump, tank, piping, risers to detect deterioration in the walls, floors, joints, seams, pumps and pipe connections or other containment devices using the attached Engineer's Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure or found at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm). This certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department; and
- vii. Recordkeeping: Maintain all logs, inspection records, and certifications on-site. Such records shall be made available to the Department upon request.
- viii. Existing and new Tier A permittees shall implement this requirement upon EDPA.



- k. Salt and Other Granular De-icing Material Storage and Handling: The permittee shall store salt and other solid de-icing materials in a permanent structure for long-term storage and establish, maintain, and implement salt and de-icing material storage and handling BMPs. At a minimum, these include:
- i. Preventing the exposure of stored salt and other granular de-icing material to rain, snow, or stormwater run-on. Stormwater runoff containing de-icing material from a material storage and handling area is not authorized for discharge under this permit;
  - ii. Preventing and/or minimizing spillage;
  - iii. Minimizing tracking of materials from loading and unloading operations, which shall be conducted during dry weather, when possible;
  - iv. Minimizing loader travel distance between storage area and spreading vehicle;
  - v. Sweeping (or clean using other dry cleaning methods), after loading and unloading, the areas surrounding the de-icing storage structure to eliminate the contact of de-icing materials with stormwater that were tracked away from storage areas. The permittee may reuse or properly discard materials collected during cleanup; and
  - vi. Restricting the temporary outdoor storage of salt and other granular de-icing materials. The temporary outdoor storage of salt and other granular de-icing materials is permitted only under the following conditions:
    - 1) A permanent structure is under construction, repair, or replacement;
    - 2) Stormwater run-on and de-icing material run-off is minimized;
    - 3) Materials in temporary storage are tarped when not in use;
    - 4) All the BMPs for de-icing materials in a permanent structure above are met; and
    - 5) Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department.
  - vii. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement by EDPA + 36 months.
- l. Aggregate Material, Wood Chips, and Finished Leaf Compost Storage: The permittee may store materials such as sand, gravel, stone, topsoil, wood chips, and finished leaf compost, provided these materials are:
- i. Stored a minimum of 50 feet from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels;
  - ii. Stored in a manner as to minimize stormwater run-on and pollutant run-off via surface grading, dikes and/or berms (which may include sandbags, hay bales and curbing, among others) or three-sided storage bays. Where possible, the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading; and
  - iii. Not being processed (i.e., composting, chipping, grinding, screening, and/or size reducing). The discharge of stormwater from the processing of these materials is not authorized under this permit. Facilities conducting processing activities shall contact the Industrial Stormwater Permitting Unit at [industrialstormwaterpermitting@dep.nj.gov](mailto:industrialstormwaterpermitting@dep.nj.gov) for information regarding obtaining the applicable stormwater permit.

- iv. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement by EDPA + 6 months.
- m. Cold Patch Asphalt Storage: The permittee shall store cold patch asphalt in a permanent structure or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) and contained (e.g., contained by berms) to control leachate and stormwater run-on or run through. Existing and new Tier A permittees shall implement this requirement upon EDPA.
- n. Street Sweepings and Storm Sewer Clean-out Material Storage: The permittee shall store street sweepings, storm sewer and catch basin clean-out materials, stormwater basin clean-out materials and other similar materials on a temporary basis. These materials shall not include liquids, wastes which are removed from sanitary sewer systems, or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G. The materials placed into temporary storage must be, at a minimum:
  - i. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) and is contained (e.g., contained by berms) to control leachate and stormwater run-on or run-through; and
  - ii. Removed for disposal within six (6) months of placement into storage.
  - iii. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement by EDPA + 6 months.
- o. Construction and Demolition Waste, Wood Waste, and Yard Trimmings Storage: The permittee may temporarily store construction and demolition waste, wood waste, and yard trimmings, provided these materials are:
  - i. Stored a minimum of 50 feet from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels;
  - ii. Stored in a manner as to minimize stormwater run-on and pollutant run-off via surface grading, dikes and/or berms (which may include sandbags, hay bales and curbing, among others), or three-sided storage bays. Where possible, the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading;
  - iii. Removed within six (6) months of placement into storage; and
  - iv. Not being processed (i.e., composting, chipping, grinding, screening, and or size reducing). The discharge of stormwater from the processing of these materials is not authorized under this permit. Facilities conducting processing activities shall contact the Industrial Stormwater Permitting Unit at [industrialstormwaterpermitting@dep.nj.gov](mailto:industrialstormwaterpermitting@dep.nj.gov) for information regarding obtaining the applicable stormwater permit.
  - v. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this requirement by EDPA + 6 months.
- p. Scrap Tires: The permittee shall store scrap tires in a covered container or enclosure to prevent the exposure to stormwater. If a covered container or enclosure is not available, tires may be stored on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting). Existing and new Tier A permittees shall implement this requirement upon EDPA.

- q. **Inoperable Vehicles or Equipment:** The permittee may temporarily store inoperable vehicles and equipment provided measures are taken to prevent stormwater runoff of pollutants. Specifically, inoperable vehicles and equipment, with intact body and exterior capable of preventing the contact of stormwater with internal components and fluids capable of discharging pollutants, and not leaking any fluids, may be stored indefinitely. For those that have body damage, rust damage, missing body panels, or broken windows, such that the exterior is no longer impervious to precipitation must have portable tents or covers are placed over vehicles. If any inoperable vehicle is found to be leaking, drip pans must be utilized immediately, and that leak must be repaired or that fluid must be drained from the vehicle. For all inoperable vehicles and equipment in storage, the permittee must ensure that there are designated storage areas are sited away from storm drain inlets, and monthly inspections are conducted for leaks and filled drip pans, as noted in b. above. Existing and new Tier A permittees shall implement this requirement upon EDPA.
- r. **Outdoor Refuse Containers and Dumpsters:** The permittee shall ensure that dumpsters and refuse containers that are outdoors or exposed to stormwater, are covered at all times. This serves to prevent the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids, or solids from the containers. Roll-offs and open-top waste containers used to collect and temporarily store municipal trash, garbage and non-recyclables must be kept tarped, or otherwise covered unless actively being filled or emptied. Clean roll-offs or other open top containers used to collect clean household recyclables (such as cans, bottles, or paper, but not including materials such as electronics) must be covered when not in use, at the end of each workday, and before any anticipated storm event. This measure is not intended for temporary demolition containers (e.g., rubble or construction waste, and wood waste) or containers that hold large bulky items (e.g., furniture), provided they do not contain putrescible waste. Existing and new Tier A permittees shall implement this requirement upon EDPA.

#### **6. Stormwater Program Coordinator (SPC) Training**

- a. The permittee shall ensure that all individuals who serve as Stormwater Program Coordinators (SPC) complete mandatory Department training regarding their responsibilities to implement the stormwater program in their municipality.
- b. The Department will conduct this free training via an interactive webinar which shall be offered approximately twice each year.
- c. SPCs are required to attend this training within EDPA + 36 months and once per permit cycle thereafter.
- d. In the event of SPC turnover, the permittee shall comply with the conditions set forth in Part IV.A.1.e. and ensure that the new SPC attends the next available Department training session.
- e. Previous recordings of SPC training sessions will be posted on the MS4 Tier A webpage.

#### **7. Annual Employee Training**

- a. The permittee shall develop, update, and implement an employee training program that ensures duty-specific training of all individuals responsible for implementation of the stormwater program. Training shall describe the procedures necessary to ensure compliance with all permit conditions and shall include municipality-specific details described in the SPPP. Training shall be conducted within 3 months of commencement of duties and on an annual basis thereafter. Recipients include municipal board members, governing body members, shared contract service entities and municipal employees in public works, engineering, business administration, clerical, etc. Methods of training may include in-person group training sessions, e-Learning sessions, on-the-job/field training, and instructional videos. The permittee must document and maintain records of the training of each individual, indicating the participant's name/title, signatures, dates of training, agenda or topics discussed, and the instructor's name/title or video title/website link addresses. The location of these records shall be noted in the SPPP.
- i. SPPP – The permittee shall provide training on the current SPPP and applicable recordkeeping requirements. See Part IV.A.2.
  - ii. Construction Site Stormwater Runoff – The permittee shall provide training regarding the need for applicable construction sites to obtain a Construction Site Stormwater Runoff general or individual permit authorization. See Part IV.D.
  - iii. Post-Construction Stormwater Management in New Development and Redevelopment – The permittee shall provide training on the requirements for Post-Construction Stormwater Management in New Development and Redevelopment. See Part IV.E.
  - iv. Community-wide Ordinances – The permittee shall provide training on the community-wide ordinances including a review of the requirements, enforcement, and the repercussions of non-compliance. See Part IV.F.1.
  - v. Community-wide Measures – The permittee shall provide training on the community-wide pollution prevention/good housekeeping measures. See Part IV.F.2.
  - vi. Stormwater Facility Maintenance – The permittee shall provide training on the maintenance of inventoried stormwater facilities owned or operated by the municipality as well as those not owned or operated by the municipality. See Part IV.F. 3. and IV.F.4.
  - vii. Municipal Maintenance Yard Operations and Other Ancillary Operations – The permittee shall provide training on implementing BMPs, good housekeeping measures, and conducting and documenting site inspections at municipally owned or operated Maintenance Yard Operations and Other Ancillary Operations. See Part IV.F.5.
  - viii. MS4 Mapping – The permittee shall provide training on mapping MS4 infrastructure within the municipality. See Part IV.G.1.
  - ix. Outfall Stream Scouring Detection and Control – The permittee shall provide training on how to inspect, identify, correct, and document outfall pipe stream scouring and contributing factors. See Part IV.G.2.
  - x. Illicit Connection Elimination – The permittee shall provide training on how to inspect, identify, eliminate, and document the impacts associated with illicit connections and details of the program including investigation techniques, physical observations, and field sampling. See Part IV.G.3.
  - xi. Watershed Improvement Plan – The permittee shall provide training on the requirements for developing a Watershed Improvement Plan. See Part IV.H.

- xii. This requirement applies at EDPA for all existing permittees. New permittees have 12 months to create their SPPP and shall conduct training immediately upon completion. As such, the requirement for new Tier A permittees is EDPA + 12 months.

#### **8. Stormwater Management Design Review (SWMDR) Training**

- a. The permittee shall ensure that all individuals that review and approve stormwater management designs for major development projects on behalf of the permittee for compliance with the Stormwater Management rules at N.J.A.C. 7:8 have completed this mandatory Department provided training. Information regarding this training can be found at <https://dep.nj.gov/stormwater/stormwater-management-design-review-course>
- b. This SWMDR training course covers the rule's requirements, calculation methodologies, and how to review a major development. This training must be completed, at a minimum, once every five years.
- c. A list of the individuals that completed this training course is posted at the above noted web page, including their five-year expiration date.
- d. Existing Tier A permittees shall implement this requirement upon EDPA. New Tier A permittees shall implement this condition within 12 months of EDPA.

#### **9. Stormwater Management Rule Amendment Training**

- a. Whenever the Stormwater Management rules at N.J.A.C. 7:8 are amended and the Department determines that training is warranted, the permittee shall ensure that all individuals that have completed the SWMDR course in Part IV.B.5.h above also complete this mandatory Department provided training. If training is required, the Department will issue email notification to Stormwater Program Coordinators and individuals listed on the Department's SWMDR certified list.
- b. Training must be completed no later than one year after the adoption of the amendments to the Stormwater Management rules at N.J.A.C. 7:8.

#### **10. Municipal Board and Governing Body Member Training**

- a. The permittee shall ensure that municipal board and governing body members complete the "Asking the Right Questions in Stormwater Review Training Tool" posted at [www.njstormwater.org/training.htm](http://www.njstormwater.org/training.htm). This training is required for planning board members, zoning board members, and governing body members who review and approve applications for development and redevelopment projects on behalf of the permittee.
- b. This training must be completed by current municipal board and governing body members and once per term of service thereafter, municipal board and governing body members must review at least one of the training tools offered under Post-Construction Stormwater Management found at the website above.
- c. Existing Tier A permittees shall ensure their current municipal board and governing body members complete this training on or before EDPA. New Tier A permittees shall ensure their current municipal board and governing body members complete this training on or before EDPA + 6 months. All Tier A permittees shall ensure that any new member complete this training within six months of commencing duties.

- d. The permittee is required to maintain a list of the dates and names of training program participants in its SPPP.

## **G. Minimum Standards for MS4 Mapping, and Scouring, and Illicit Discharge Detection and Elimination**

### **1. MS4 Mapping**

- a. The permittee shall develop, update, and maintain an MS4 Infrastructure Map that delineates the location of the following stormwater features that are owned or operated by the permittee, including their associated attributes noted in parentheses:
  - i. MS4 outfalls (receiving surface water name, type of outfall);
  - ii. MS4 ground water discharge points (type);
  - iii. MS4 interconnections (type into/from, entity);
  - iv. Storm drain inlets (type, catch basin present, label present, retrofitted);
  - v. MS4 manholes;
  - vi. MS4 conveyance (type, direction of flow);
  - vii. MS4 pump stations;
  - viii. Stormwater facilities (type); and
  - ix. Property boundaries of maintenance yard(s) and other ancillary operations (type).
- b. The permittee shall ensure that the MS4 Infrastructure map be:
  - i. Reviewed annually, or more frequently as necessary, and updated to include the location or attributes of any new or newly identified MS4 infrastructure;
  - ii. Posted on the permittee's stormwater webpage and included as a weblink within the SPPP;
  - iii. Submitted electronically to the Department as a georeferenced shapefile, geodatabase, or an AutoCAD file (with all other non-applicable data stripped out). If the DEP Mapping Application ([https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm)) is used, then no submittal is required as the data is automatically submitted to the Department via the mapping application; and
  - iv. Provided to the Department on or before EDPA + 36 months. Existing permittees: This time frame does not extend the deadline of December 21, 2020, for the submission of the MS4 outfall pipe map.

### **2. Stream Scouring**

- a. The permittee shall develop, update, and implement a program to detect, investigate and control any localized stream scouring from stormwater outfalls owned or operated by the permittee. This program shall be described in the written SPPP, as required in Part IV.A.2. See the Tier A Municipal Guidance document and the Department's Stream Scouring Investigation Recordkeeping Form at [https://www.nj.gov/dep/dwq/tier\\_a.htm](https://www.nj.gov/dep/dwq/tier_a.htm) for additional information.
- b. The permittee shall, at a minimum:

- i. Inspect each MS4 outfall that discharges to a stream, and the surrounding area in the vicinity of the MS4 outfall, for localized scouring of the stream banks or bottom caused by the outfall. Each outfall shall be inspected at least once every five years, with a minimum of 20% of the total number of outfalls per year.
- ii. Inspect, within 30 days of identification, any new and/or newly identified outfalls as required in i. above for localized scouring of the stream banks or bottom caused by the outfall;
- iii. Investigate, within 30 days of receipt, all complaints and reports of stream scouring;
- iv. When localized stream scouring is detected, identify sources of stormwater that contribute to the scouring from the outfall within 3 months;
- v. Where identified sources are located on property owned or operated by the permittee, corrective action shall be taken by the permittee to reduce stormwater rate or volume when feasible;
- vi. Where identified sources are within the jurisdiction of the permittee, but not located on property owned or operated by the permittee, the permittee shall ensure that proper operation and maintenance of stormwater facilities is performed by the entity responsible for the facility as required in Part IV.F.4;
- vii. Prioritize, schedule and complete remediation of identified localized stream scouring as soon as possible, taking action based upon the requirements above. If not able to be completed within 12 months, a schedule for completion shall be submitted to the MS4 Case Manager before the 12 month deadline. (See [https://www.nj.gov/dep/dwq/msrp\\_managers.htm](https://www.nj.gov/dep/dwq/msrp_managers.htm)). This schedule of completion shall be maintained with updated information and provided to the MS4 Case Manager on a quarterly basis until completion as required in Part IV.F.3 and IV.F.4;
- viii. All stream scouring restoration shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey at N.J.A.C. 2:90-1 (e.g., Conduit Outlet Protection 12-1) and the requirements for bank stabilization and channel restoration found at N.J.A.C. 7:13;
- ix. All associated maintenance or repairs to stormwater facilities shall be made in accordance with N.J.A.C. 7:8. Any changes to stormwater facilities that were originally approved as part of a major development project must be reviewed for compliance with N.J.A.C. 7:8 and the permittee's SCO or RSIS as applicable, by a design review engineer who has completed the Department's Stormwater Design Review course;
- x. Maintain a log and document all investigations and actions taken sufficient to demonstrate compliance with this requirement. Outfall inspections shall include all information requested on the Department's Outfall Inspection Form. Documentation of stream scouring shall include all of the information requested on the Department's Stream Scouring Investigation Recordkeeping Form.
- xi. Existing Tier A permittees must develop and implement this program by EDPA. New Tier A permittees must develop and implement this program by EDPA + 12 months.

### **3. Illicit Discharge Detection and Elimination**

- a. Illicit Discharge Detection and Elimination: The permittee shall develop, update, implement and enforce an ongoing Illicit Discharge Detection and Elimination Program. This program shall be described in the written SPPP, as required in Part IV.A.2. See the Tier A Municipal Guidance document and the Illicit Connection Inspection Report Form ([www.nj.gov/dep/dwq/tier\\_a\\_guidance.htm](http://www.nj.gov/dep/dwq/tier_a_guidance.htm)) and the USEPA Guidance document ([https://www3.epa.gov/npdes/pubs/idde\\_manualwithappendices.pdf](https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf)) for additional information.
- b. The permittee shall, at a minimum:
  - i. Conduct visual dry weather inspection of all outfalls owned or operated by the permittee at least once every five years, with a minimum of 20% of the total number of outfalls per year, to determine if dry weather flow (flow occurring 72 hours after a rain event) or other evidence of illicit discharge is present;
  - ii. Inspect, within 30 days of identification, any new and/or newly identified outfalls, as required in Part IV.G.1.b.i above, to determine if dry weather flow or other evidence of illicit discharge is present;
  - iii. Investigate, within 30 days of identification, dry weather flows discovered during routine inspection and maintenance of other elements of the MS4;
  - iv. Investigate, within 30 days of receipt, complaints and reports of illicit connections, including those from operating entities of interconnected MS4s;
  - v. Investigate, within 30 days, to determine the source if evidence of illicit discharge is found;
  - vi. Eliminate as soon as possible, but no later than within one year of discovery, non-stormwater discharges that are traced to their source and found to be illicit connections. If unable to eliminate a non-stormwater discharge within one year, the permittee must request an extension from the Department no later than thirty days before the end of the one-year timeframe; and
  - vii. Document investigations and actions taken using the Department's Illicit Connection Inspection Report Form and attach this form to the MSRP Annual Report.
- c. The permittee shall adopt and enforce an ordinance that prohibits illicit connections to the MS4 owned or operated by the permittee. See [https://www.nj.gov/dep/dwq/example\\_ordinance.htm](https://www.nj.gov/dep/dwq/example_ordinance.htm) for a model ordinance.
- d. Existing Tier A permittees must develop and implement this program by EDPA. New Tier A permittees must develop and implement this program by EDPA + 12 months.

## **H. Watershed Improvement Plan**

### **1. Requirements for the Watershed Improvement Plan**

- a. The permittee shall develop a Watershed Improvement Plan in the three phases specified below that describes what actions the permittee will take to:
  - i. Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have percent reductions listed for stormwater in the Total Maximum Daily Loads. See the TMDL Look-up Tool at <https://dep.nj.gov/npdes-stormwater/municipal-stormwater-regulation-program/tmdl/>;



- ii. Improve water quality by reducing the contribution of pollutant parameters for all receiving waters within and bordering the town that have water quality impairments as per the Department's Integrated Report.  
See the 303(d) list portion of the Department's Integrated Report at <https://www.state.nj.us/dep/wms/bears/assessment.htm>; and
  - iii. Reduce and/or eliminate stormwater flooding in the municipality, prioritizing the areas of flooding for corrective actions based on threat to human health and safety, environmental impacts, and frequency of occurrence.
- b. The permittee shall solicit input from stakeholders, including residents, business owners, owners of private stormwater facilities (as per b.xiii below), and other municipalities and/or dischargers to the subwatershed(s) to be involved in the Plan development process.
  - c. The permittee shall conduct semi-annual public information sessions (in-person or virtual) beginning on or before EDPA + 36 months, throughout the development of the Plan. These sessions could be included on the agenda for town council (or equivalent) meetings.
  - d. The permittee shall prepare and submit to the Department, on or before EDPA + 36 months, the Watershed Inventory Report, as the first step of the Watershed Improvement Plan, which shall summarize and include an electronic map of the items listed below. The permittee may use any information available from the Department's GIS database at <https://gisdata-njdep.opendata.arcgis.com/> to assist with the preparation of this Report, except for items ii. through vi. For i., existing permittees shall use the outfall pipe map as the base map, which was required to be completed by the permittees by December 21, 2020.
    - i. All stormwater outfalls owned/operated by the permittee;
    - ii. The drainage area for each outfall(s);
    - iii. The receiving waterbodies of those outfalls;
    - iv. The water quality classification of all receiving waterbody segments;
    - v. All stormwater interconnections from the municipality into another entities' storm or sanitary sewer system;
    - vi. The drainage area for each interconnection into another entities' storm or sanitary sewer system;
    - vii. All stormwater connection points into the municipality from another entities' storm sewer system;
    - viii. All storm drain inlets owned/operated by the permittee;
    - ix. Area associated with each TMDL for waters that lie within or bordering the municipality;
    - x. Area associated with each water quality impairment for waters that lie within or bordering the municipality;
    - xi. Overburdened communities;
    - xii. Impervious areas; and
    - xiii. The location and ownership of all stormwater outfalls and basins/infrastructure not owned/operated by the permittee.

- e. The permittee shall prepare and submit to the Department, on or before EDPA + 48 months, the second phase Watershed Assessment Report, which shall include, but not be limited to:
  - i. An assessment of potential water quality improvement projects by sub-watershed and parameter;
  - ii. An estimate of the percent reduction in loading of the TMDL/impaired parameters due to project(s) in i. above;
  - iii. A summary of feedback from public information sessions;
  - iv. An estimate of funding needs for each project, and identification of potential funding sources, including the New Jersey Water Bank (NJWB), the formation of an SWU, using 319 grants, FEMA BRIC grants; and
  - v. An estimate of an implementation schedule.
- f. The permittee shall post the Watershed Assessment Report, along with an announcement of a 60-day comment period for formal public input on its municipal website.
- g. The permittee shall prepare and submit to the Department, on or before EDPA + 59 months, the final Watershed Improvement Plan Report, which shall include:
  - i. A summary of proposed locations and load reductions of water quality improvement projects, both public and private, to be implemented;
  - ii. A summary of the public comments received, and the changes made to the Final Plan;
  - iii. A summary of how the projects will be coordinated with other regulatory requirements, such as:
    - flood protection;
    - endangered habitat/species;
    - surface & ground drinking water protection;
    - climate change/resiliency;
    - green infrastructure/SWM requirements;
    - wildlife corridors;
    - green acres;
    - environmental justice;
    - Combined Sewer Overflow Long Term Control Plans;
    - wetlands;
    - riparian buffers;
    - forest corridors;
    - related ongoing projects;
    - Pinelands Commission;
    - Highlands Council; and
    - Delaware River Basin Commission.
  - iv. The proposed implementation schedule for the water quality improvement projects;
  - v. A schedule of the public information sessions to be held;
  - vi. Problems identified that are outside the jurisdiction of the permittee, if any. These can be related to pollutant loading due to agricultural properties, or other lands not under the jurisdiction of the municipality, and opportunities to address them;
  - vii. Costs, broken down by project and year, the funding opportunities that will be sought; and

- viii. This plan shall describe how stormwater related problems in overburdened communities have been prioritized.
- h. The permittee shall begin implementation of the Watershed Improvement Plan in accordance with the schedule set forth in the Plan.
- i. The permittee shall update this Plan, when necessary, based upon the biennial (every 2 years) review of the revisions to the impairments of the permittee's waterbodies as per the Department's Integrated Report and newly adopted TMDLs.

## **I. Additional Measures and Optional Measures**

### **1. Incorporation of Additional Measures**

- a. Additional Measures are non-numeric (e.g., best management practices) or numeric effluent limitations that are expressly required to be included in a permittee's stormwater program by a TMDL, a regional stormwater management plan, or other elements of an adopted areawide Water Quality Management Plan.
- b. The Department will provide written notice of the adoption of any Additional Measure(s) to any affected permittee. The Department will list each adopted Additional Measure in a minor modification to the permit. The required Additional Measure(s) will also specify the implementation schedule.

### **2. Incorporation of Optional Measures**

- a. Optional Measures are BMPs, developed by the permittee, that extend beyond the requirements of the Tier A MS4 NJPDES permit and that prevent or reduce pollution to waters of the State.
- b. The permittee may, at its own discretion, incorporate Optional Measures into its MS4 stormwater program. Such BMPs shall be identified in the SPPP as Optional Measures.
- c. Failure to implement an Optional Measure identified in the SPPP shall not be considered a violation of the NJPDES permit.

### **3. Refuse Container / Dumpster Ordinance**

- a. Permittees have the option of adopting and enforcing an ordinance requiring dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times. This ordinance serves to prevent the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers. This ordinance is not intended for litter receptacles; individual homeowner trash and recycling containers; containers that hold large bulky items (e.g., furniture, bound carpet and padding); permitted temporary demolition containers; and refuse containers at industrial facilities authorized to discharge stormwater under a valid NJPDES permit. For a sample ordinance see [www.nj.gov/dep/dwq/tier\\_a.htm](http://www.nj.gov/dep/dwq/tier_a.htm).

## **J. Recordkeeping**

### **1. Standard Recordkeeping Requirements**

- a. The permittee shall retain copies of all records required to be kept by this permit for a period of at least 5 years and be made available to the Department upon request.
- b. Existing Tier A permittees and new Tier A permittees shall implement this requirement upon EDPA.

## **K. Annual Report and Certification**

### **1. Annual Reporting Requirements**

- a. The permittee shall complete an Annual Report and Certification using the Department's electronic MSRP Annual Report service tool in the Regulatory Services Portal (<https://www.njdeponline.com>). The Annual Report shall summarize the status of compliance with the permit conditions for the subject year between January 1 and December 31.
- b. The permittee shall complete the annual Supplemental Questionnaire, which includes the Major Development Project List, and upload it as an attachment with the Annual Report. The Annual Report and Certification will be considered incomplete if the Supplemental Questionnaire is not included as an attachment when the Annual Report is submitted. The Supplemental Questionnaire is available at [www.nj.gov/dep/dwq/tier\\_a.htm](http://www.nj.gov/dep/dwq/tier_a.htm).
- c. The Stormwater Program Coordinator shall certify, sign and date the Annual Report.
- d. Submit an Annual Report and Certification: on or before May 1st annually.

NORTH WILDWOOD CITY, North Wildwood City

Permit No. NJG0154831  
DST230001 Stormwater Discharge GPA Modification

### Attachment A – Points System for Public Education and Outreach Activities

The permittee shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater runoff and mitigating flow.

The permittee shall **annually** conduct educational activities that total at least **12 points** and include activities from **at least three of the five categories** found below.

At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste.

Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	Description	Points
<b>Social Media</b>	Post relevant stormwater materials on a municipal social media site, such as a Facebook, Instagram, or Twitter page. This information may include links to other stormwater related resources, including the municipality's stormwater webpage and the NJDEP stormwater website ( <a href="http://www.njstormwater.org">www.njstormwater.org</a> ).  *One point awarded for each social media platform used. A maximum of 3 points is allowed.	3*
<b>Newspaper Ad</b>	Use Department created and approved stormwater education materials available on <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> to publish an ad in a newspaper or newsletter that serves the municipality.  *A maximum of 1 point is allowed.	1*
<b>Radio/Television</b>	Broadcast a stormwater-related radio or television public service announcement from <a href="http://www.cleanwater.nj.org">www.cleanwater.nj.org</a> on a local radio or municipal public service channel.  *One point awarded for each media outlet used. A maximum of 2 points is allowed.	2*
<b>Green Infrastructure Signage</b>	Post signs at municipally owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information.  *New signs receive 0.5 points per sign. Existing signs that are maintained or upgraded receive 0.25 points	5*

	per sign. A maximum of 5 points is allowed.	
<b>Billboard/Sign</b>	Post and maintain (for credit in subsequent years) a stormwater-related billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other common public location.	2
<b>Mural</b>	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
<b>Stormwater Facility Signage</b>	Post signs at municipally owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.  *New signs receive 0.5 points per sign. Existing signs that are maintained or upgraded receive 0.25 points per sign. A maximum of 5 points is allowed.	5*

<b>Category 2: Targeted Audiences Outreach</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>Stormwater Display</b>	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
<b>Promotional Item</b>	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
<b>Private Stormwater Facilities Education</b>	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately-owned) highlighting the importance of proper maintenance of stormwater measures. For assistance, see information at <a href="http://www.nj.gov/dep/stormwater/maintenance_guidance.htm">www.nj.gov/dep/stormwater/maintenance_guidance.htm</a> .	3
<b>Mailing or e-Mailing Campaign</b>	Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.  *A maximum of 2 points is allowed.	2*
<b>Ordinance Education</b>	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting, Illicit Connection, Tree, and Salt Storage ordinances. Provide a link to the municipal website where subject ordinances are posted.	3

<b>Category 3: School/Youth Education and Activities</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>School Presentations</b>	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle,	5*

	and/or high school classes using municipal staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at <a href="http://www.nj.gov/dep/seeds">www.nj.gov/dep/seeds</a> .	
	*Presentations receive 1 point per presentation, with a maximum of 5 points allowed.	
<b>Water Education Workshops</b>	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider	2
<b>Storm Drain Labeling</b>	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith-based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
<b>Educational Contest for Schools</b>	Organize an educational contest with a local school district or a local community organization serving youth to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the municipality such as at the town hall, library, post office, or school. The winning design should be shown on the municipality's website or social media site, if practical.	3
<b>AmeriCorps Event</b>	Coordinate an event (e.g., volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program.	4
<b>Clean-up</b>	Sponsor or organize a litter clean up for a scout troop, local school district, faith-based group or other community youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

<b>Category 4: Watershed/Regional Collaboration</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>
<b>Regional Stormwater Collaboration</b>	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop, and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
<b>Green Infrastructure Workshop</b>	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith-based group, and/or other organization.	3
<b>Community Activity</b>	Organize or participate in the organization of a regional or watershed-based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith-based group, and/or other organization to carry out these activities.	3

<b>Category 5: Community Involvement Activities</b>		
<b>Activity</b>	<b>Description</b>	<b>Points</b>



<b>Volunteer Stormwater Assessment or Stream Monitoring</b>	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's AmeriCorps NJ Watershed Ambassador Program or review USEPA National Directory of Volunteer Monitoring Programs.	3
<b>Rain Barrel Workshop</b>	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith-based group, and/or another nonprofit.	3
<b>Rain Garden Workshop</b>	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith-based group, and/or another nonprofit.	3
<b>Community Event</b>	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith-based group, and/or other nonprofit to carry out these activities.	3
<b>Community Involvement</b>	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information.	5*

\*Signs receive 0.5 points per sign. A maximum of 5 points is allowed.

## **Attachment B - Design Standards for Storm Drain Inlets**

### **Application of Design Standard**

The below design standard applies to the following types of storm drain inlet installation or retrofit projects unless a more stringent standard is specified by the municipality's Stormwater Control Ordinance:

- Storm drain inlets installed as part of new development and redevelopment (public or private) that disturb one acre or more;
- Storm drain inlets installed as part of new development and redevelopment (public or private) that disturb less than one acre that are part of a larger common plan of development or sale (e.g., phased residential development) that ultimately disturbs one acre or more;
- Tier A Municipality owned or operated storm drain inlets must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities; and
- Privately-owned or operated storm drain inlets (e.g., condominium association) must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities. This does not include single family homes.

## Design Standard

Grates in pavement or other ground surfaces shall meet either of the following standards:

- The New Jersey Department of Transportation (NJDOT) bicycle safe grate standards described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (see [www.state.nj.us/transportation/about/publicat/pdf/BikeComp-intrototfac.pdf](http://www.state.nj.us/transportation/about/publicat/pdf/BikeComp-intrototfac.pdf)); or
- A grate where each individual clear space in that grate has an area of no more than seven (7.0) square inches or is not greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21 include requirements for bicycle safe grates.

Examples of grates subject to this standard include grates in grate inlets; the grate portion (non-curb opening portion) of combination inlets; grates on storm sewer manholes; ditch grates; trench grates; and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads, (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors used to collect stormwater from the surface into a storm drain or surface water body.

For curb-openings inlets, including curb-opening inlets in combination inlets, the clear space in the curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches or be no greater than two (2.0) inches across the smallest dimension.

### Exemptions from the Design Standard

- Where each individual clear space in the curb opening in existing curb-opening inlets does not have an area of more than nine (9.0) square inches;
- Where the review agency determines that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;
- Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

A rectangular space four and five-eighths inches long and one and one-half inches wide; or

A bar screen having a bar spacing of 0.5 inches;

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

- Where flows are conveyed through a trash rack that has parallel bars with one inch (1") spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8; or
- Where the Department determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet the standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT  
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE**

**(Complete a separate form for each vehicle wash wastewater containment structure)**

Permittee: \_\_\_\_\_ NJPDES Permit No: \_\_\_\_\_

Containment Structure Location: \_\_\_\_\_

The annual inspection of the above referenced vehicle wash wastewater containment structure was conducted on \_\_\_\_\_ (date). The containment structure and appurtenances have been inspected for:

1. The integrity of the structure including walls, floors, joints, seams, pumps and pipe connections
2. Leakage from the structure's piping, vacuum hose connections, etc.
2. Bursting potential of tank.
3. Transfer equipment
4. Venting
5. Overflow, spill control and maintenance.
6. Corrosion, splits, and perforations to tank, piping and vacuum hoses

The tank and appurtenances have been inspected for all of the above and have been determined to

be: Acceptable \_\_\_\_\_

Unacceptable \_\_\_\_\_

Conditionally Acceptable \_\_\_\_\_

List necessary repairs and other conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (N.J.A.C. 7:14A-2.4(d)).

Name (print): \_\_\_\_\_ Seal: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### **Underground Vehicle Wash Water Storage Tank Use Log**

Name and Address of Facility \_\_\_\_\_ Facility Permit Number \_\_\_\_\_

Tank ID Number \_\_\_\_\_

Tank Location \_\_\_\_\_

Tank Volume \_\_\_\_\_ gallons

Tank Height \_\_\_\_\_ inches

95% Volume \_\_\_\_\_ gallons

95% Volume \_\_\_\_\_ inches

<b><u>Date and Time</u></b>	<b><u>Inspector</u></b>	<b><u>Height of Product Before Introducing Liquid (inches)</u></b>	<b><u>Is Tank Less Than 95% Full? (Y/N)</u></b>	<b><u>Visual Inspection Pass? (Y/N)</u></b>	<b><u>Comments</u></b>

Notes: The volume of liquid in the tank should be measured **before** each use.

Liquid **should not be introduced** if the tank contains liquid at 95% of the capacity or greater.

A visual inspection of all exposed portions of the collection system should be performed before each use. Use the comments column to document the inspection and any repairs.

**Underground Vehicle Wash Water Storage Tank Pump Out Log**

Name and Address of Facility \_\_\_\_\_ Facility Permit Number \_\_\_\_\_

Tank ID Number \_\_\_\_\_

Tank Volume \_\_\_\_\_ gallons

Tank Location \_\_\_\_\_

<b><u>Date and Time of Pump Out</u></b>	<b><u>Volume of Liquid Removed</u></b>	<b><u>Waste Hauler *</u></b>	<b><u>Destination of the Liquid Disposal *</u></b>

\* The Permittee must maintain copies of all hauling and disposal records and make them available for inspection.

## W. Scott Jett

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**From:** njdeponlinesupport@dep.nj.gov  
**Sent:** Thursday, December 28, 2023 10:48 AM  
**To:** W. Scott Jett  
**Subject:** EXTERNALLU eSubmission Received 0507-03-0009.4 NORTH WILDWOOD CITY LUP230001  
**Attachments:** 764369\_LUP230001\_34360713\_submittal\_pdf.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.

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A NJ Department of Environmental Protection (DEP) Land Use permit application has been received via DEP Online for the following project within your municipality: BLOCK: LOT: 291.01 1 317.03 1 SERVICE ID: 1654363 PROGRAM INTEREST ID: 0507-03-0009.4 PROJECT NAME: NORTH WILDWOOD CITY ACTIVITY NUMBER: LUP230001 For all Land Use individual permits and general permits (except Flood Hazard general permit 1), the applicant is required to provide a copy of the entire application to the municipal clerk in each municipality in which the site is located no more than 30 calendar days prior to submitting the application and no later than the date the application is submitted to the DEP. You should have received a project description and copies of all attachments that were included with this application, including site plans, from the applicant under separate cover. Attached you will find a PDF copy of the Land Use IP-GP Application Submittal Summary, which should complete the public notice for this application. The submittal summary includes the specific permit(s)/authorization(s) for which the applicant has applied as well as more specific site information, contact information for the applicant and agent (if applicable), and a list of all submitted attachments. You must have a PDF file reader to open the attachment. If you are unable to retrieve the attached file(s) or have any questions concerning this message, please contact the Land Resource Protection Program's Technical Support Center at (609) 777-0454.



## Service Information

**Service ID:** 1654363

**Service Type:** Apply for a Land Use Authorization or Permit - Land Use Authorization or Permit

**Service Name/PI Name:** 2201 BOARDWALK

**Service Comments:**

**Created On:** 12/20/2023

## Project Description

Do you know what permit you are applying for? **Yes**

Is this permit/authorization application filed as a follow-up to an Emergency Authorization issued by the Division of Land Resource Protection? **No**

Is the proposed project for linear development? **No**

Is this application for aquaculture, dredging, or an offshore energy project, and is located exclusively in one of the following waterbodies? **No**

Arthur Kill River

Atlantic Ocean

Delaware Bay

Delaware River including Logan Twp (Gloucester County) and points south

Hudson River

Kill Van Kull River

Raritan Bay

Sandy Hook Bay

Upper New York Bay

### Project Description:

Briefly describe the proposed activities to be conducted within areas regulated by the Division of Land Use Regulation (DLUR).

**The project for which a CAFRA Individual Permit is required involves the authorization of the existing and proposed facilities including; North Wildwood Police Station, restaurant/bar, pool, swim-up bar, snack bar, outdoor bars with canopy, concert stages, and associated amenities.**

Have any Land Use permits been issued for this site? **Yes**

Please list all File Numbers:

File #
0507-03-0009.4; CZM170001
0507-03-0009.4; CZM19000

Is the proposed project located in the Meadowlands District, the Highlands, or the Pinelands? **No**

### Site Information

**Location Address:** 2201 Boardwalk  
North Wildwood City, NJ 08260

**Location Description:** No location description provided.

**County:** Cape May

**Municipality:** North Wildwood City

**Coordinates:** 406715.35,57610.80 - 01 - NJ State Plane (NAD83) - USFEET

**Block and Lot:**

Block	Lot	County	Municipality
291.01	1	Cape May	North Wildwood City
317.03	1	Cape May	North Wildwood City

### Permit Scope - General

Is the applicant or co-applicant a public entity? **No**

### Stormwater

Does the entire proposed project meet the definition of a "major development" pursuant to the Stormwater **No**

Management rules at N.J.A.C. 7:8-1.2?

### Permit Type Selection

Are you applying for a Coastal Permit? **Yes**

Are you applying for a Flood Hazard Permit and/or Verification? **No**

Are you applying for a Freshwater Wetlands Permit? **No**

**Permit Details - General**

Is the applicant the sole owner of all properties, including easements and rights-of-way, where the project is proposed?

No

Have ALL owners of each property, including easements and rights-of-way, where the project is proposed signed a Property Owner Certification Form consenting to the construction of the project on their property?

Yes

**Gas Pipeline:**

Does the proposed project include the construction of a gas pipeline?

No

**Watershed Management Area:**

Enter the Watershed information for all watershed area(s) where the proposed project is located:

Watershed Management Area	Watershed	Sub-Watershed	Name	Class	Type
Cape May Watersheds	Atlantic Coast(34th St to Cape May Pt)	Atlantic Coast (Hereford to Cape May In)	Atlantic Ocean	SC General surface/saline coastal waters	Ocean

**Riparian Zone**

Is the proposed project located within 300 ft. of a regulated water body?

No

**Site Plans Requiring Elevation Measurements**

Do the site plans reference the National Geodetic Vertical Datum of 1929 (NGVD29)?

No

What is the conversion factor from NAVD88 to NGVD29 in feet?

1.1

**Endangered and Threatened Species Evaluations**

Has an NJDEP, Office of Natural Lands Management, Natural Heritage Database data request response for endangered or threatened species of flora or fauna, including a landscape map report, been obtained for the proposed project?

No

Provide the page #(s) of the report that documents the required evaluation of the proposed project with respect to endangered and threatened species:

Name of Report	Page #(s) in Report
N/A	N/A

**Mitigation**

Does the proposed project require mitigation?

No

**Conservation Restrictions**

Is any portion of the site subject to an existing conservation restriction?

No

**Permit Scope - Coastal**

Select all Permit Types that apply:

Permit Type	Fee (before fee cap applied)
Individual Permit-CAFRA Commercial/Industrial/Public	\$12,000
For work proposed under the CAFRA or WFD Commercial/Industrial/Public application, what is the square footage of the site?	
135709.2 Sq. Ft. - 4 Acres	
Coastal Group Fee Description	Fee
All CAFRA Individual Permits (not SFH/Duplex) (Fee cap, \$30,000)	\$12,000
All Waterfront Development (WFD) Landward Permits (not SFH/Duplex) (Fee cap, \$30,000)	\$0
All Waterfront Development (WFD) Waterward MHWL Permits (not SFH/Duplex) (Fee cap, \$30,000)	\$0

**Permit Details - Coastal**

**All Coastal Applications (Both IPs and GPs)**

Does the proposed project site contain any areas of mapped coastal wetlands?

No

Are you proposing activities below the mean high water line (MHWL) or in areas formerly flowed by the tide?

No

**All CAFRA IP/GP and Waterfront Development GP Applications**

All CAFRA Individual and General Permit applications require the submission of a Section 10 analysis demonstrating how the project meets the requirements of Section 10 of the Coastal Area Facility Review Act (CAFRA), N.J.S.A. 13:19.

Provide the page #'s of the report that documents the Section 10 Analysis. NOTE: If a Section 10 Analysis is not required for the proposed project, please add N/A in the fields below.

Name of Report	Page #(s) In Report
N/A	N/A

#### **All CAFRA Applications**

Does the proposed project require public water and/or sewer service, or will it result in an increase in demand for **No** water and/or sewer service at the project location?

Is the proposed project subject to compliance with the impervious and vegetative cover requirements referenced **Yes** in the Coastal Zone Management Rules at N.J.A.C. 7:7?

Impervious Cover Calculations	Sq. Feet	Acres
Total Site Square Footage	135907.2	3.12
Total Square Footage of Special Areas on Site	135907.2	3.12
Existing Impervious Cover on Site	62515	1.435
Proposed Impervious Cover on Site	0	0
Proposed Tree Preservation	0	0

#### **Contacts**

**Name:** BG Capital LLC  
**Title:**  
**Contact Type:** Applicant  
**Organization Name:** BG Capital, LLC  
**Organization Type:** LLC  
**E-Mail:** joseph@bgcap.com  
**Phone:** (267) 491-7033 x101 (Work Phone Number)  
**Contact Address:** 3 Bala Plaza East, Suite 201  
 Bala Cynwyd, Pennsylvania 19004

**Name:** Nicholas Long  
**Title:** City Administrator  
**Contact Type:** Property Owner  
**Organization Name:** The City of North Wildwood  
**Organization Type:** Municipal  
**E-Mail:** nlong@northwildwood.com  
**Phone:** (609) 522-2030 (Work Phone Number)  
**Contact Address:** 901 Atlantic Avenue  
 North Wildwood City (Cape May), New Jersey 08260

**Name:** W. Scott Jett  
**Title:**  
**Contact Type:** Municipal Clerk  
**Organization Name:** City of North Wildwood  
**Organization Type:** Municipal  
**E-Mail:** sjett@northwildwood.com  
**Phone:** (609) 522-2030 x1400 (Work Phone Number)  
**Contact Address:** 901 Atlantic Avenue  
North Wildwood (Cape May), New Jersey 08260

**Name:** Rita Rothberg  
**Title:**  
**Contact Type:** County Clerk  
**Organization Name:** Cape May County Municipal Clerk  
**Organization Type:** Municipal  
**E-Mail:** coclerk@co.cape-may.nj.us  
**Phone:** (609) 465-1010 (Work Phone Number)  
**Contact Address:** 7 N Main Street  
P.O. Box 5000  
Cape May Court House (Cape May), New Jersey 08210

**Name:** Faith Midgarden  
**Title:**  
**Contact Type:** Agent  
**Organization Name:** The Hyland Group  
**Organization Type:** Private  
**E-Mail:** fmidgarden@thehylandgroupnj.com  
**Phone:** (609) 398-4477 (Work Phone Number)  
**Contact Address:** 701 West Ave  
Suite 301  
Ocean City, New Jersey 08226

Uploaded Attachments

Attachment Type	Attachment Description	File Name
Environmental Report with Site Location Maps	Environmental Report with Site Location Maps	33338.02 CAFRA IP SOC 2023-12-28.pdf
Site Plans	Site Plans	33338.02-GE101(3) 12-19-23.pdf
Color Photos and Photo Location Map	Color Photos and Photo Location Map	33338.02 CAFRA IP SOC 2023-12-28.pdf
Public Notice Form	Public Notice Form	NJDEP PUBLIC NOTICE CHECKLIST 33338.02.pdf
Property Owners Certification Form	Property Owners Certification Form	BG CAPITAL NJDEP PROPERTY OWNER SIGNED (002) - signed by Joe (00264950xA4E78).pdf
Other	Newspaper Notice	THG CAFRA IP Newspaper Notice Press of AC 2023-12-21.pdf
Other	BG Capital LLC Operating Agreement	BG Capital, LLC Operating Agreement.pdf
Other	Proof of Newspaper Notice	Newspaper Proof 12-30-23.pdf
Other	LURP	BG CAPITAL NJDEP APP LURP SIGNED.pdf
Impervious Cover and Vegetative Cover Calculations	Impervious Cover and Vegetative Cover Calculations	33338.02 CAFRA IP SOC 2023-12-28.pdf
Other	Old Property Owner Certification Acknowledgement	33338.02 NJDEP POC Acknowledgement.pdf

### Certification

**Certifier:** David Hayes  
**Certifier ID:** DHAYESHYLAND  
**Challenge/Response Question:** What is your favorite car?  
**Challenge/Response Answer:** \*\*\*\*\*  
**Certification PIN:** \*\*\*\*\*  
**Date/Time of Certification:** 12/28/2023 10:36

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

David Hayes 12/28/2023  
 General Date

### Fee Summary

Service ID: 1654363  
 Service Type: Apply for a Land Use Authorization or Permit  
 Created Date: 12/20/2023

### Coastal

All CAFRA Individual Permits (not SFH/Duplex)	Fee (before fee cap applied)
Individual Permit-CAFRA Commercial/Industrial/Public	\$12,000
<b>All CAFRA Individual Permits (not SFH/Duplex) Total:</b> (fee cap, 30000)	<b>\$12,000</b>

**Total Coastal Fees: \$12,000**

**Total Fees: \$12,000**

## Payment Information

**Status:** Paid

**Confirmation Number(s):** 242961

**Total Payment Amount:** \$12,000.00

**Payment Date:** 12/28/2023

**Payment Method:** Pay via Credit Card

**Credit Card Service Fee:** \$276.50

**Total Amount Charged:** \$12,276.50



## W. Scott Jett

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**From:** Nicholas Long  
**Sent:** Wednesday, January 3, 2024 9:19 AM  
**To:** Kyle Rutherford; W. Scott Jett; Jennifer Van Sant  
**Subject:** FW: EXTERNALApplication Update for File No. 0500-07-0006.6 - NORTH WILDWOOD CITY@BOARDWALK REPLACEMENT - LUP230001

---

**From:** LUMITSupport@dep.nj.gov <LUMITSupport@dep.nj.gov>  
**Sent:** Wednesday, January 3, 2024 9:16 AM  
**To:** plomax@lomaxconsulting.com; Nicholas Long <nlong@northwildwood.com>  
**Cc:** kip.lewarn@dep.nj.gov; christian.zografos@dep.nj.gov  
**Subject:** EXTERNALApplication Update for File No. 0500-07-0006.6 - NORTH WILDWOOD CITY@BOARDWALK REPLACEMENT - LUP230001

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.

The Watershed & Land Management Program has determined that the submitted application DLUR File# 0500-07-0006.6 - LUP230001 is complete for review. The 90-day statutory decision deadline on this application is February 12, 2024. Please note that there is no 90-day statutory deadline for Freshwater Wetlands permit applications. If additional information or clarification is needed, we will reach out to you or your agent directly. If you have any questions or concerns, please contact the project manager and engineer copied on this email. Project Manager - Kip LeWarn Engineer - Christian Zografos \_\_\_\_\_ Email Control ID: LU59-39964685

## W. Scott Jett

---

**From:** Kira Cruz (Clean Ocean Action) <KCruz@CleanOceanAction.org>  
**Sent:** Friday, November 17, 2023 2:22 PM  
**Cc:** Kira Cruz (Clean Ocean Action)  
**Subject:** EXTERNALALERT: 2024 Beach Sweeps Dates Released!  
**Attachments:** Final 2024 BS Save Date Flyer.png  
  
**Importance:** High

---

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.

---

Hello!

Happy sunny (and rather warm!) Friday to you ☺

What better way to start your weekend than with a Save the Date announcing ***Clean Ocean Action's 39<sup>th</sup> Annual Beach Sweeps*** dates! We are thrilled to be sharing these dates with you and your town before we start getting further into the holiday SEASON and the New Year!

Get ready to mark your 2024 calendars with the following Beach Sweeps dates:

**Spring** – Saturday, April 13<sup>th</sup>

**Fall** – Saturday, October 19<sup>th</sup>

I will be in touch again in December with a more formal email to request your town's true-blue participation. We just wanted to get the dates on your radar and keep the enthusiasm going year-long for Beach Sweeps!

Thank you so much for your attention to this.

If we don't get the opportunity to speak beforehand, I hope you and your families have a wonderful Thanksgiving next week!



Cheers,

**Kira Cruz**

*Debris-Free Sea Coordinator*

Clean Ocean Action (COA)

Pronouns: she/her/hers

**49 Avenel Blvd**

**Long Branch, NJ 07740**

(p) 732.872.0111 (f) 732.872.8041

[KCruz@CleanOceanAction.org](mailto:KCruz@CleanOceanAction.org)

[www.cleanoceanaction.org](http://www.cleanoceanaction.org)

*Give to support a clean ocean!*

Like us on [Facebook](#) | Follow us on [Twitter](#)

*Think Green! Only print this e-mail if necessary.*



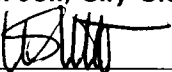
# City Clerk's Report December 2023

Alcoholic Beverages	.00	9-01-08-103-000
Mercantile License	.00	9-01-08-104-001
Room License	40.00	9-01-08-104-002
NW Tourism	20.00	-
GWTIDA	175.00	-
Cat License	.00	-
Dog License (City)	.00	-
Dog License (State)	.00	-
Pilot Clinic Fund	.00	-
Animal Population Control	.00	-
Boardwalk Games	.00	9-01-08-104-005
Legalized Bingo	.00	9-01-08-104-003
Raffle	.00	9-01-08-104-004
Street Inspection Fees	.00	9-01-08-105-016
Street/Trench Permit	1,250.00	9-01-08-105-016
Appliance Pick Up	140.00	9-01-08-105-001
Photo Copies	13.55	9-01-16-510-004
Parking Permits	.00	9-01-08-105-009
City Properties	.00	9-01-08-128-001
Gun Permits	200.00	9-01-08-105-002
Beach Permits	300.00	9-01-08-105-003
Planning Board	875.00	9-01-08-105-004
Zoning Permits	200.00	9-01-08-105-017
Zoning Board	.00	9-01-08-105-005
Assessments/Improvements	.00	9-01-16-510-003
Election Salary/Rent	.00	9-01-08-128-001
Special Events	.00	9-01-08-104-001
Late Fees	.00	9-01-16-569-001
Miscellaneous (incl/Dumpster Permits)	1,300.00	9-01-16-569-001
	.00	
<b>Totals</b>	<b>\$ 4,513.55</b>	

<b>Disbursements:</b>	
Ck # NJ Dept. of Health-Dogs	.00
Ck # N.W. Dog Trust	.00
Ck # 1491 N.W. Tourism	20.00
Ck # 1492 N.W. Treasurer	4,318.55
<b>GWTIDA</b>	175.00
Ck #	.00
	.00
Monthly Fee Credit Card Machine (Misc.)	.00
<b>Total</b>	<b>\$ 4,513.55</b>

W. Scott Jeff, City Clerk

Date: 1/2/2024



# **Vital Statistics Monthly Report**

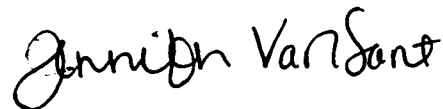
## **December 2023**

Birth Certificates	\$ 0.00
Marriage Certificates	\$ 25.00
Marriage License	\$ 28.00
Death Certificates	\$ 495.00
Total	\$ 548.00

### **TOTALS IN NORTH WILDWOOD FOR MONTH**

<b>Births</b>	<b>Marriage</b>	<b>Deaths</b>
<b>0</b>	<b>0</b>	<b>4</b>

Sincerely,



**Jennifer VanSant, CMR**

Vital Statistic Collections 2023					
	Birth Cert	Mar. Cert.	Mar. Lic.	Death Cert	Totals
January	5	20		595	620
February		50		490	540
March				140	140
April		180		295	475
May	20	15		360	395
June		145		335	480
July		40	28	530	598
August		30		455	485
September		113	196	565	874
October		35	84	195	314
November		10		380	390
December		25	28	495	548
Totals					\$5,859
North Wildwood Totals 2023					
	Marriage	Death	Birth		
January	0	0	0		
February	1	2	0		
March	2	7	0		
April	2	4	0		
May	7	3	0		
June	4	1	0		
July	4	2	0		
August	2	6	0		
September	1	2	0		
October	6	3	0		
November	2	1	0		
December	0	4	0		
Totals	31	35			

# NORTH WILDWOOD POLICE DEPARTMENT

901 ATLANTIC AVENUE  
NORTH WILDWOOD, NJ 08260



PHONE : 609.522.2411  
WEBSITE : [WWW.NWPD.ORG](http://WWW.NWPD.ORG)

The following is a report of the activities of the North Wildwood Police Department for the month of: **DECEMBER 2023**

**PATRICK T. ROSENELLO**  
DIRECTOR OF PUBLIC SAFETY

**JOHN A. STEVENSON**  
CHIEF OF POLICE

**WILLIAM J. ETSSELL**  
DEPUTY CHIEF

**JUSTIN R. ROBINSON**  
CAPTAIN

**KATHERINE C. MADDEN**  
CAPTAIN

**ADAM B. MCGRAW**  
LIEUTENANT

## CRIMES

Arson/Suspicious Fires	0
Assault - Aggravated	1
Assault - Simple	0
Burglary	0
Drug Offenses	1
Fraud	3
Murder	0
Possess Stolen Property	0
Rape	1
Robbery	0
Theft	1
Weapon Offenses	0

## DISORDERLY COMPLAINTS

Disorderly Acts/ Complaints	2
Malicious Property Damage	2

## PERSONNEL INJURY

Officer Injuries	0
------------------	---

## MOTOR VEHICLE

Drunk Driving	1
MV Accidents	2
MV Complaints, Misc	141
MV Theft	0
Summonses Issued	33

## SERVICES

Ambulance/Medical Assists	33
Assist Other Agencies	7
Beach/Boardwalk Permits	10
Residential Property Checks	531
Scheduled Business Checks	944

## MISCELLANEOUS COMPLAINTS

Animal	7
False Burglary Alarms	22
False Fire Alarms	18

## ARRESTS

Adult	3
Juvenile	0

Total number of Incidents handled by the Department for the Month 2808

Total Monies turned over to the City Clerk \$ 513.55

Respectfully,

John A. Stevenson  
Chief of Police

# DECEMBER 2023

POLICE REPORTS: 13.55

BEACH/BOARD PERMITS: 300.00

FIREARMS: 200.00

**GRAND TOTAL: 513.55**



# NORTH WILDWOOD POLICE DEPARTMENT

901 ATLANTIC AVENUE  
NORTH WILDWOOD, NJ 08260



PHONE : 609.522.2411  
WEBSITE : [WWW.NWPD.ORG](http://WWW.NWPD.ORG)

The following is a report of the activities of the North Wildwood Police Department for the  
YEAR of: 2023

**PATRICK T. ROSENELLO**  
DIRECTOR OF PUBLIC SAFETY

**JOHN A. STEVENSON**  
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CAPTAIN

**KATHERINE C. MADDEN**  
CAPTAIN

**ADAM B. MCGRAW**  
LIEUTENANT

## CRIMES

Arson/Suspicious Fires	0
Assault - Aggravated	10
Assault - Simple	21
Burglary	3
Drug Offenses	7
Fraud	42
Murder	0
Possess Stolen Property	3
Rape	1
Robbery	1
Theft	136
Weapon Offenses	2

## DISORDERLY COMPLAINTS

Disorderly Acts/ Complaints	170
Malicious Property Damage	46

## PERSONNEL INJURY

Officer Injuries	3
------------------	---

## MOTOR VEHICLE

Drunk Driving	31
MV Accidents	170
MV Complaints, Misc	3917
MV Theft	3
Summonses Issued	1826

## SERVICES

Ambulance/Medical Assists	789
Assist Other Agencies	195
Beach/Boardwalk Permits	779
Residential Property Checks	4638
Scheduled Business Checks	10787

## MISCELLANEOUS COMPLAINTS

Animal	141
False Burglary Alarms	140
False Fire Alarms	256

## ARRESTS

Adult	284
Juvenile	30

Total number of Incidents handled by the Department for the Month 40408

Total Monies turned over to the City Clerk \$ 18,688.50

Respectfully,

 #234

John A. Stevenson  
Chief of Police



City of North Wildwood  
Fire Department  
400-A New Jersey Ave.  
North Wildwood, NJ 08260

**Monthly Report for Fires, Emergency & Inspections  
November 2023**

**Incidents and Inspections**

Local Fire Alarms	62
General Fire Alarms	1
Fire Drills	2
School Fire Drills	2
Emergency Medical Runs	64
Knox Box Installations	8
Housing Inspections	282
<b>Total:</b>	<b>421</b>

**Additional Man Hours in Service**

Overtime Hours	3293
Training Hours	294

**Total: 3587**

**Monies Collected**

Ambulance Billing	\$41,937.59
2024 1st Qtr SLCHIP Rebates	\$10,485.00
<b>Totals to Treasurer:</b>	<b>\$52,422.59</b>

**Breakdown of EMS Incidents**

Altered Mental Status/Mental Eval	3
Assault	4
Cardiac Emergency/Chest Pain	4
Fall Victims	8
Intoxicated	1
Maternity	1
Medical Alarm	2
Medical Emergency	7
Patient Assists	5
Respiratory Emergency	5
Sick Person (unclassified)	2
Traumatic Injuries	1
Unconscious Unresponsive	2
Other EMS Responses	19

**Breakdown of Fire Calls**

Fires	1
Hazardous Condition (no fire)	6
Calls for Service	1
Good Intent/False Calls/Alarm Activation (no fire)	18
Remove Person from Stalled Elevator	1
Assist EMS Crew	20
Other Fire Responses	15

**Respectfully submitted:**

*Dominick J. McClain*

**Dominick McClain, Fire Chief**

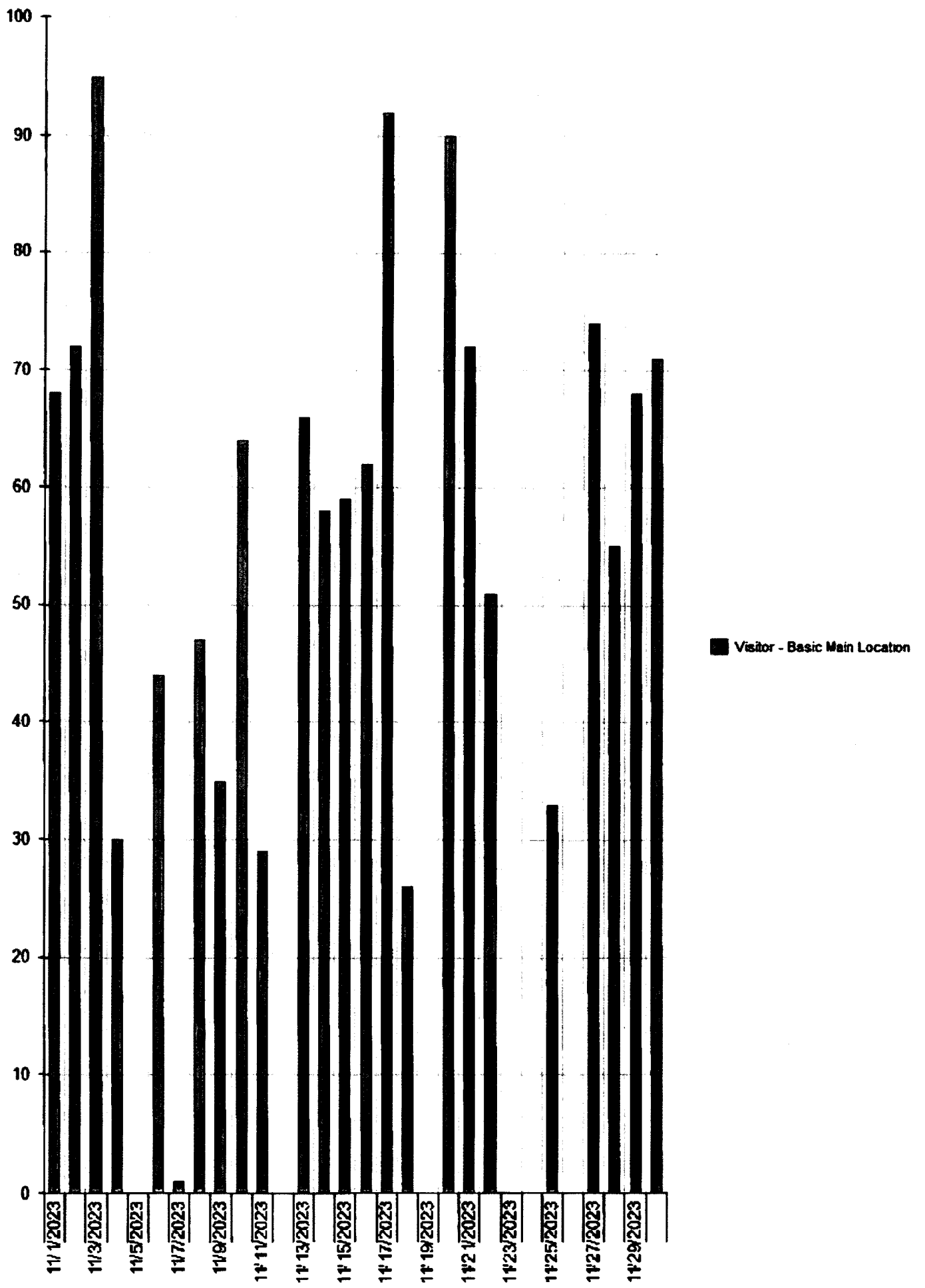
DATE	TIME	OFFICER	CALLER	NUMBER	ADDRESS	MUNICIPALITY	REASON	RESOLUTION
Tuesday, December 5, 2023	9:34 PM	SIFFEL	ACO WENDY			NORTH WILDWOOD	Night shift protocol	Spoke to STACY gave emergency contact info
Friday, December 8, 2023	8:07 PM	SIFFEL	ACO WENDY			NORTH WILDWOOD	Night shift protocol	Spoke to STACY gave emergency contact info
Tuesday, December 12, 2023	10:41 PM	GENTILE	ACO LINDA			NORTH WILDWOOD	Night shift protocol	Spoke to STACY gave emergency contact info
Thursday, December 14, 2023	8:43 AM	GENTILE	HOUSTON, COLEEN	135W	17TH ST	NORTH WILDWOOD	FOLLOW UP DALO ULD blk pug Abby	Posted to FB
Tuesday, December 19, 2023	12:37 PM	GENTILE	BOLGER, JEFF	420W	SPRUCE	NORTH WILDWOOD	MC torti	Ret call cat was found
Thursday, December 21, 2023	8:47 PM	GENTILE	ACO LINDA			NORTH WILDWOOD	Night shift protocol	Spoke to STACY gave emergency contact info
Sunday, December 24, 2023	7:33 PM	GENTILE	ACO LINDA			NORTH WILDWOOD	Night shift protocol	Spoke to STACY gave emergency contact info

Building Usage- Monthly

2023

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December  
TOTALS:

Adults 7:30am-2pm	Adults 2pm-7pm	Open Rec 1-6 Day	Open Rec 1-6 Friday Night	Open Rec 7-12 Day - No School	Open Rec 7-12 Evening	Adults 6pm-9pm	Bldg Ttls
							1,294
							1,055
							1,413
							940
							1,095
							848
							771
							811
							361
							1,455
							0
5,464	899	3,605	258	119	705	307	11,357



# RECREATION DEPARTMENT MONTHLY TRANSMITTAL SUMMARY NOVEMBER 2023

	WEEK 1 TOTALS	WEEK 2 TOTALS	WEEK 3 TOTALS	WEEK 4 TOTALS	WEEK 5 TOTALS	WEEK 6 TOTALS	MONTHLY TOTALS
5th St. Park Lot							
Irish Festival	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5th St. PL - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boat Ramp							
Launches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boat Ramp - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Buckets Basketball Camp Registrations							
Week 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Week 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Week 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Buckets Basketball Camp - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUCKETS BASKETBALL CLINIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donations							
Father Judge	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donations - Subtotal	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
Facility Rentals							
Allen Park Soccer Shots	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Condo Mtg Anglesen Colony	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00
Karate Rm 9 Butch Hamer	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facility Rental - Subtotal	\$0.00	\$0.00	\$1,200.00	\$50.00	\$250.00	\$0.00	\$1,500.00
FISHING TOURNAMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fitness Classes							
Boot Camp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cardio & Cut	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dance Creativity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Line Dancing	\$55.00	\$45.00	\$45.00	\$0.00	\$65.00	\$0.00	\$210.00
Meditation & Yoga	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Yoga	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Zumba	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Zumbini	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fitness Classes - Subtotal	\$55.00	\$45.00	\$45.00	\$0.00	\$65.00	\$0.00	\$210.00
Hockey League Registrations							
2nd - 4th	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5th - 6th	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hockey - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
KAYAK PERMITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LOOMING CLASS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PICKLEBALL CLINICS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soccer Camp Registrations							
Week 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Week 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soccer Camp - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sponsorships - All Leagues							
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sponsorships - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summer B-ball Registrations							
K-2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6-8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HS Boys	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summer B-ball - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel B-ball Registrations							
7-8 Girls (Sharks)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5-6 Girls (Sharks)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-4 Girls (Sharks)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sponsorships/Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel B-ball - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Week 1 TOTALS	Week 2 TOTALS	Week 3 TOTALS	Week 4 TOTALS	Week 5 TOTALS	Week 6 TOTALS	MONTHLY TOTAL
WEEKLY TOTALS:	\$55.00	\$45.00	\$1,245.00	\$300.00	\$315.00	\$0.00	\$1,960.00

NOVEMBER - 2023

North Wildwood Recreation Center  
BUILDING USAGE - OTHER 2023

				WEEK 5	WEEK 6		MONTHLY
				TOTALS	TOTALS		TOTALS
1	AA - Friday Nights	14	15	30	12	0	71
2	AI-Anon	7	8	4	4	0	23
3	AA Special Event - "	0	0	0	0	0	0
4	Buckets Basketball Clinics	0	0	0	0	0	0
5	B-Ball All Leagues Summer (Inside)	0	0	0	0	0	0
6	B-Ball Games - MMS (boys & girls)	0	0	0	0	0	0
7	B-Ball Practices - MMS (boys & girls)	0	0	65	31	54	150
8	B-Ball Practices/Games - WCA (boys & girls)	0	0	42	13	53	108
9	B-Ball Travel Girls Practices/Games (Sharks)	39	30	0	0	0	69
10	Camps - Buckets Basketball	0	0	0	0	0	0
11	Camps - N W Soccer	0	0	0	0	0	0
12	Camps - Marine Science	0	0	0	0	0	0
13	Class - Line Dancing	0	10	9	0	13	32
14	Class - Meditation & Yoga	0	0	0	0	0	0
15	Class - Zumba	0	0	0	0	0	0
16	Class - Zumbini	0	0	0	0	0	0
17	Class - "	0	0	0	0	0	0
18	Coast Guard Flotilla #83	0	0	0	14	0	14
19	City-Dept Meeting/Training - "	0	0	0	0	0	0
20	City-Dept Meeting/Training - "	0	0	0	0	0	0
21	City-Dept Meeting/Training - "	0	0	0	0	0	0
22	City-Dept Meeting/Training - "	0	0	0	0	0	0
23	Cheerleading - WCA	0	11	22	9	24	66
24	Cheerleading - "	0	0	0	0	0	0
25	CMC Dept of Aging - Senior Citizen Meals	85	79	147	83	120	514
26	Condo Meeting - Anglesea Colony Condo	0	5	0	0	0	5
27	Condo Meeting - "	0	0	0	0	0	0
28	Condo Meeting - "	0	0	0	0	0	0
29	Condo Meeting - "	0	0	0	0	0	0
30	Condo Meeting - "	0	0	0	0	0	0
31	Condo Meeting - "	0	0	0	0	0	0
32	Crime Watch/Community Meeting	0	0	19	0	0	19
33	Department Head Meetings	0	0	0	0	0	0
34	ELECTIONS	0	795	0	0	0	795
35	Event - "	0	0	0	0	0	0
36	Event - "	0	0	0	0	0	0
37	Event - "	0	0	0	0	0	0
38	Event - "	0	0	0	0	0	0
39	Event - "	0	0	0	0	0	0
40	Event - "	0	0	0	0	0	0
41	Facility Rental - Red Cross Blood Drive	18	0	0	0	25	43
42	Facility Rental - "	0	0	0	0	0	0
43	Facility Rental - "	0	0	0	0	0	0
44	Facility Rental - "	0	0	0	0	0	0
45	Facility Rental - "	0	0	0	0	0	0
46	Karate Class	6	19	14	0	23	62
47	Meeting Various - MMS Home & School Association	0	0	9	0	0	9
48	Meeting Various - "	0	0	0	0	0	0
49	Meeting Various - "	0	0	0	0	0	0
50	Meeting Various - "	0	0	0	0	0	0
51	Meeting Various - "	0	0	0	0	0	0
52	Pickleball - Indoor	0	0	0	5	0	5
53	Rec Department Staff Meetings/Training	0	0	0	0	0	0
54	Recreation Commission Meetings	0	0	0	0	0	0
55	Republican Club Meetings	0	0	0	0	0	0
56	Safety Committee Meetings	0	0	0	0	0	0
57	Scrabble Club	2	5	5	5	3	20
58	Soccer Shots - Indoor	0	21	36	26	36	119
59	Special Event - Pre/Post-Event Meetings	0	0	0	0	0	0
60	Tourism Development Commission Meetings	0	0	0	0	0	0
61	Tot-Time	9	16	4	0	6	35
62	Volleyball - Indoor	13	14	12	0	16	55
63	MISC - "	0	0	0	0	0	0
64	MISC - "	0	0	0	0	0	0
65	MISC - "	0	0	0	0	0	0
WEEKLY TOTALS:							2,214
							2,214

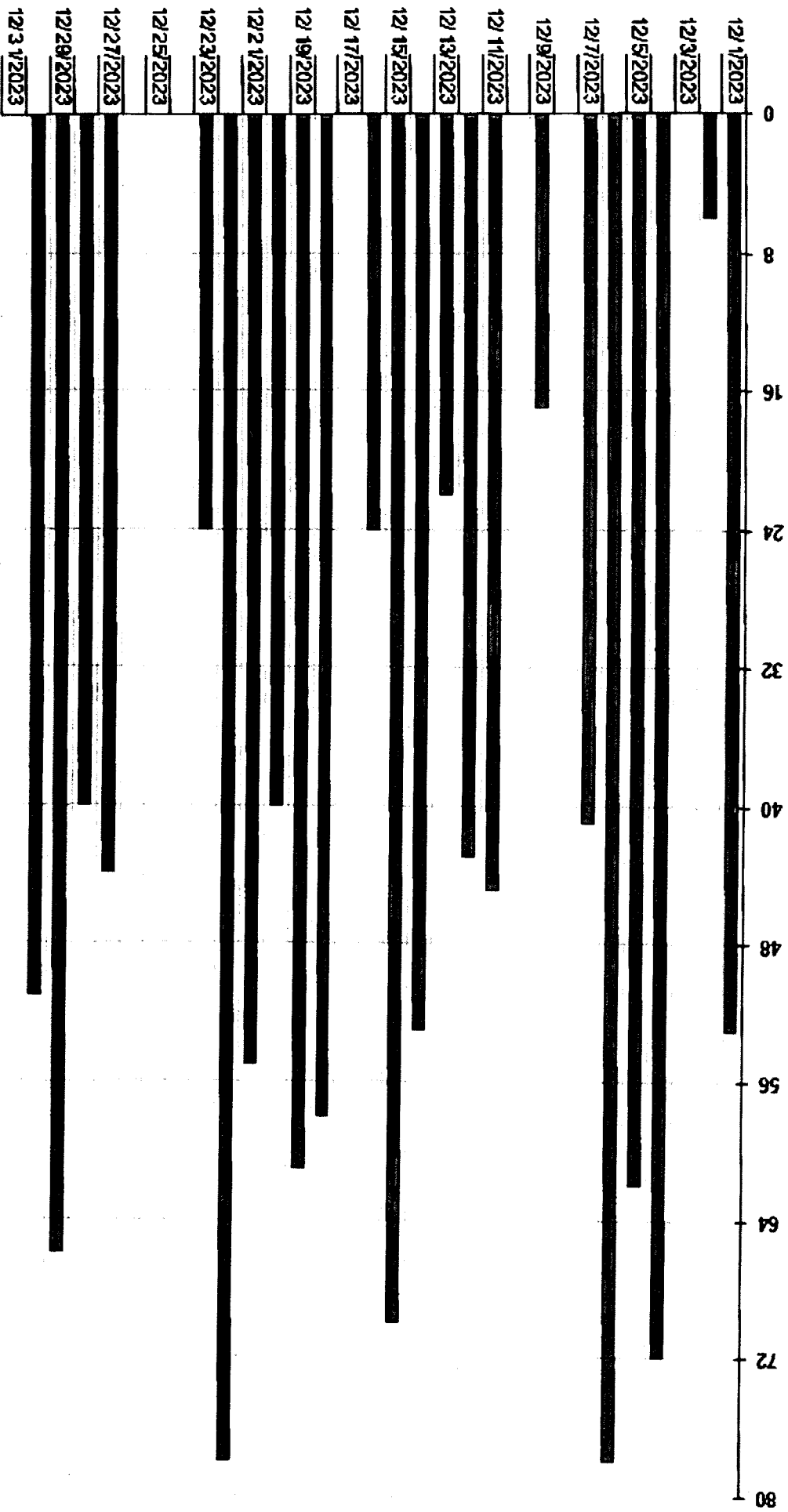
Building Usage- Monthly

2023

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December  
TOTALS:

Adults 7:30am-2pm	Adults 2pm-7pm	Open Rec 1-6 Day	Open Rec 1-6 Friday Night	Open Rec 7-12 Day - No School	Open Rec 7-12 Evening	Adults 6pm-9pm	Bldg Ttls
							1,294
							1,055
							1,413
							940
							1,095
							848
							771
							811
							361
							1,455
							1,314
							1,104
5,841	968	4,053	297	146	807	349	12,461





## W. Scott Jett

---

**From:** ABCDoNotReply@njoag.gov  
**Sent:** Wednesday, January 10, 2024 12:32 PM  
**To:** W. Scott Jett  
**Subject:** EXTERNALNJ ABC - Permit Application for an event in your municipality.  
**Attachments:** StDemetriosEndorsement.pdf; StDemetrios2024DinnerDanceSketch.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.



**State of New Jersey  
Office of the Attorney General  
Division of Alcoholic Beverage Control**

**Municipal Notification Regarding  
Application of Event Type Permit**

P.O. Box 087, 140 East Front Street, Trenton, NJ 08625-0087 • 609-984-2830 • [www.nj.gov/oag/abc](http://www.nj.gov/oag/abc)

FOR ALL APPLICANTS: You are receiving a courtesy copy of your application.

FOR APPLICANTS OF COVID 19 EXPANSION OF PREMISES PERMIT : You are responsible for ensuring that your application has been endorsed by the Chief of Police and the Clerk of the municipality in which the expanded premises that is the subject of this application is located.

FOR APPLICANTS OF SOCIAL AFFAIR, CATERING, EXTENSION OF PREMISES AND LIMITED BREWERY OFF-PREMISES EVENT PERMITS FOR EVENTS TO BE HELD ON MUNICIPAL OR PRIVATE PROPERTY: You are responsible for ensuring that your application has been endorsed by the Chief of Police and the Clerk of the municipality in which the event that is the subject of this application.

FOR APPLICANTS OF TEMPORARY STORAGE PERMITS: You are responsible for ensuring that your application has been endorsed by the Chief of Police and the Clerk of the municipality that is the subject of this application.

FOR MUNICIPAL ISSUING AUTHORITIES: A Special Permit (Social Affair or Catering or Extension of Premises or Limited Brewery Off-Premises or COVID-19 EXPANSION OF PREMISES) has been applied for in your jurisdiction. Please login to the Division website to review the Permit Application and provide your Endorsement of the application by the noted due date. If you have any questions regarding the application, please contact the Division at 609-984-2830, and request to speak with a representative of the Permit Unit.

FOR APPLICANTS OF SOCIAL AFFAIR, CATERING, EXTENSION OF PREMISE AND LIMITED BREWERY OFF-

PREMISES PERMITS FOR EVENTS TO BE HELD ON PROPERTY OR PREMISES THAT ARE OWNED BY OR UNDER THE CONTROL OF A STATE OR COUNTY ENTITY: You are responsible for obtaining the Endorsements of the Chief Law Enforcement Officer and Chief Administrative Official with jurisdiction over the property or premises on which the event that is the subject of this application will be held. For instructions on obtaining the required Endorsements, please scroll down to the end of this Notification.

FAILURE TO OBTAIN THE REQUIRED ENDORSEMENTS WILL RESULT IN DENIAL OF YOUR APPLICATION.

This notification is being sent to the following email addresses:

- marcus@mhkpc.com

- sjett@northwildwood.com

Permit Type:	Social Affair
File Number:	660774
Permittee:	St. Demetrios Greek Orthodox Church
License Number:	N/A
Mailing Address:	321 St. Demetrios STREET North Wildwood, NJ 08260 USA
Physical Address:	321 St. Demetrios STREET North Wildwood, NJ 08260 USA
Contact:	Nicholas D. Konides (609) 425-0179

Applicant Email:	marcus@mhkpc.com
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Additional Permit Information

County:	05 - CAPE MAY COUNTY
Municipality:	07 - NORTH WILDWOOD CITY

Was the Non-Profit Group/Organization formed as a Religious, Civic or Educational Entity?

Yes

Location

Location Description:

St. Demetrios Greek Orthodox Church

Address:

321 St. Demetrios STREET  
North Wildwood, NJ 08260  
USA

Event Details

What is the specific event being held?

Dinner Dance & Award Ceremony

Event Dates

Mar 09, 2024 from 5:00 PM to 11:30 PM

Application Questions

Question 1:

Please supply the person's name and phone number to contact should there be any questions related to this application. NAME PHONE NUMBER

Response:

Nicholas D. Konides 6094250179

Question 2:

Is the event premise owned by or under the control of a A) municipality, B) county, C) State or D) other? Please Identify the owner by one of the aforementioned codes. Provide the name of the owner, as well as a phone number for the owner and for what the premise is normally used.

Response:

D) other. Owned by St. Demetrios Greek Orthodox Church of North Wildwood, phone number (609) 425-0179

Question 3:

By checking yes, the applicant is stating that they are in good standing and do not currently have their non-profit status revoked.

Yes / No Response:

Yes

Question 4:

Has the organization been issued a Social Affair Permit during the past three (3) years?

Yes / No Response:

No

Question 5:

Does the event premise hold an alcoholic beverage license or Winery Salesroom/Outlet issued by the New Jersey Division of Alcoholic Beverage Control?

Yes / No Response:

No

Question 6:

For what purpose is the premise normally used for?

Response:

Church Hall

Question 7:	Does the premise conduct mercantile business?
Yes / No Response:	No
Question 8:	How is a charge assessed? Ticket, contribution or other; please specify.
Response:	Ticket
Question 9:	Who is the recipient of the proceeds?
Response:	St. Demetrios Greek Orthodox Church
Question 10:	Will you be dispensing Wine?
Yes / No Response:	Yes
	What is the cup size?
Response:	6 oz
Question 11:	Will you be dispensing Malt Alcoholic Beverages(Beer)?
Yes / No Response:	Yes
	What is the cup size?
Response:	8 oz
Question 12:	Will you be dispensing Distilled Spirits?
Yes / No Response:	No
Question 13:	How is the alcohol being obtained? Is it being donated or are you purchasing? Please explain:
Response:	Purchasing
Question 14:	Who will be pouring the alcoholic beverages at the event?
Response:	Parish Council
Question 15:	How many people are expected to attend the event on a daily basis?
Response:	200
Question 16:	What is the approximate age group of the attendees?
Response:	25-75
Question 17:	Will persons under the legal age to consume alcohol be in attendance?
Response:	No.
Question 18:	Explain in DETAIL the security plans for the event. The plans should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at

the event, the limit of alcoholic beverages per transaction, and any other relevant information pertaining to the event.

Response: Two I.D. checkers at the main entrance. Wine & Beer only event. Parish Council members will serve as security. One beverage per person is bar limit. This is a church event and being a small church of multiple generations, we have children up to 12 years old plus four late teens who are away in college and not attending.

Question 19: Is the event being handled by a third party, promoter, production company, or other entity?

Yes / No Response: No

Question 20: By selecting yes, you understand that gambling, mock gambling and gambling paraphernalia are not permitted on the premise licensed by the Special Permit unless otherwise approved by the Legalized Games of Chance Control Commission. Contact the Commission at (973) 273-8000

Yes / No Response: Yes

Question 21: Has this organization exceeded their limit of 12 Social Affair Permits for this calendar year?

Yes / No Response: No

Question 22: The Division must be notified for cancellation or rescheduling prior to the date of the event. Refunds will not be issued if cancellation is provided after the event date. Do you acknowledge the above statement and wish to submit your application.

Yes / No Response: Yes

Question 23: By checking "yes" to this question, you are stating that you have obtained the necessary consent from the person so authorized at the premises where the affair is to be held, including property under the control of a unit of government, municipality, county or State, a church; or premises under license or other privately owned facility.

Yes / No Response: Yes

Question 24: Provide the full name, title, phone number and e-mail address of the person who provided the applicant with approval for the event being held at the location specified.

Response: Nicholas D. Konides, 609 425-0179, ndk@snip.net

Question 25: For verification purposes, please supply the mailing address of the non-profit organization.

Response: 321 St. Demetrios Street, North Wildwood, NJ 08260

#### Documents

See below for a list of documents attached to this email.

Document Type	File Name	Upload Date
Proof of Non-Profit Status	StDemetriosEndorsement.pdf	Jan 10, 2024
Site Plan/Sketch of Premise	StDemetrios2024DinnerDanceSketch.pdf	Jan 10, 2024

**SPECIAL NOTE TO ALL SOCIAL AFFAIR, CATERING, EXTENSION OF PREMISES AND LIMITED BREWERY OFF-PREMISES EVENT APPLICANTS FOR EVENTS TO BE HELD ON PROPERTY OR PREMISES OWNED BY OR UNDER THE CONTROL OF A STATE OR COUNTY ENTITY**

- 1) If you identified in question two (2) above that the event will be held on property or at a premises which is either owned by or under the control of a County or State entity, you are required to obtain the Endorsements of the Chief Law Enforcement Officer and Chief Administrative Official with jurisdiction over the property on which the event is to be held.
- 2) This notification and all documents identified above must be submitted to the appropriate officials;
- 3) If the Chief Law Enforcement Officer or Chief Administrative Official objects to the application or seeks to impose Special Conditions on the requested permit, they shall provide, in writing, the reason(s) for the objections or Special Conditions.
- 4) The Endorsements required herein must be returned to the Division via email (NJABCPermits@njoag.gov) by no later than five business days prior to the date of the event. Counterparts of the Endorsements may be submitted, provided that both Endorsements are received by the Division no later than five business days prior to the date of the event.

**THIS SECTION IS TO BE COMPLETED BY THE OFFICIALS OF THE COUNTY OR STATE ENTITY WITH JURISDICTION OVER THE PREMISES OR PROPERTY ON WHICH THE EVENT IS TO BE HELD**

**CERTIFICATION OF CHIEF ADMINISTRATIVE OFFICIAL AND CHIEF LAW ENFORCEMENT OFFICER:**

I hereby certify that:

1. I have the authority to act on behalf of the State or County entity in this matter;

2. I have reviewed the application submitted;
3. I have considered any objections made to this application; and
4. I have concluded that there are not more than 25 permits issued for the premises designated in this application for this calendar year.

I further certify that the statements provided herein are accurate. If any of the foregoing statements are willfully false, I am subject to punishment.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Chief Administrative Official

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

Name of State or County Entity: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Chief Law Enforcement Officer

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

Name of State or County Entity: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

If there are any questions regarding the Certification section above, please contact the Division at 609-984-2830 and request to speak with a representative of the Permit Unit.

Thank you,

NJABC Permit Unit

Please note: Upon the request by the Division, original signatures must be provided.



CONFIDENTIALITY NOTICE The information contained in this communication from the Office of the New Jersey Attorney General is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this e-mail, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the Office of the Attorney General at (609) 292-4925 to arrange for the return of this information.



## GREEK ORTHODOX METROPOLIS OF NEW JERSEY

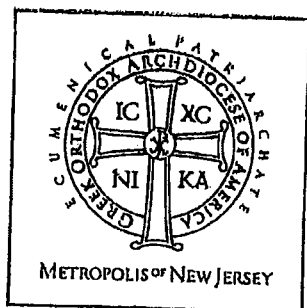
### ΙΕΡΑ ΜΗΤΡΟΠΟΛΙΣ ΝΕΑΣ ΙΕΡΣΕΗΣ

#### LETTER OF ENDORSEMENT

With this at hand, please be advised that the St. Demetrios Greek Orthodox Church and Community, located at 321 Saint Demetrios Street, North Wildwood, New Jersey, 08260, is an officially Chartered Parish of the Greek Orthodox Archdiocese of America under the Ecclesiastical, Spiritual, Canonical and Administrative jurisdiction of the Greek Orthodox Metropolis of New Jersey, 501c(3) number 51-0573633, which is comprised of all Parishes in the States of New Jersey, Delaware, Maryland, Virginia, and the greater Philadelphia region.

Furthermore, please know that this Parish of the Greek Orthodox Metropolis of New Jersey is a not for profit religious corporation in the State of New Jersey, and is administered by the Reverend Father Michael Pastrokos, an ordained and officially recognized Clergyman of the Greek Orthodox Metropolis of New Jersey, in cooperation with the ecclesiastically ratified and authorized Greek Orthodox Christians and Parishioners of the St. Demetrios Community of North Wildwood, New Jersey

Given this 3<sup>rd</sup> day of January in the Year of our Lord 2024,  
in Westfield, New Jersey, and may be used for all legal purposes.



† APOSTOLOS

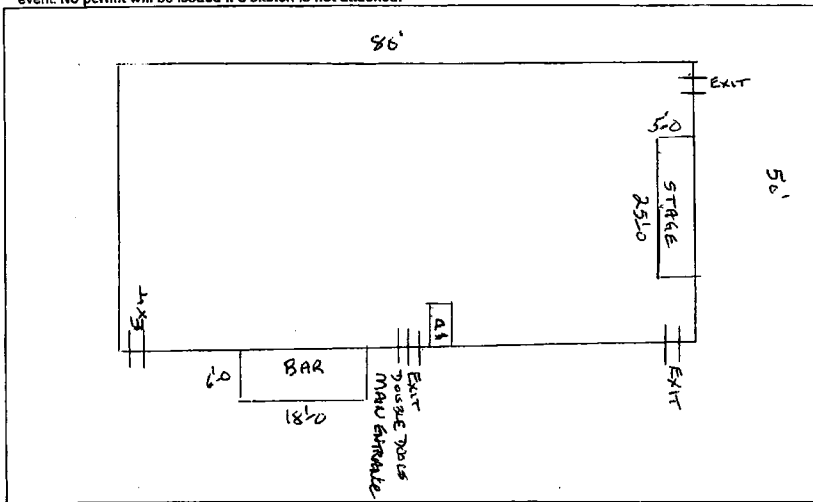
Metropolitan of New Jersey

And by his authority

† Archimandrite Nektarios Cottros

Chancellor

16. How many people are expected to attend your event on a daily basis? 200 ✓
17. What is the approximate age group of the attendees? 25 - 75 ✓
18. Will persons under the legal age to consume alcohol be in attendance? Yes ☐ No ☒
19. Explain in detail the security plans for the event. The plan should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at the event, the limit of alcoholic beverages per transaction, and any other relevant information pertaining to the event. Please attach another sheet if necessary.  
TWO I.D. CHECKERS AT THE MAIN ENTRANCE. WINE & BEER ONLY  
EVENT. PARISH COUNCIL MEMBERS WILL SERVE AS SECURITY. ONE BEVERAGE  
PER PERSON IS BAR LIMIT. THIS IS A CHURCH EVENT & BEING A  
SMALL CHURCH & BETWEEN GENERATIONS WE HAVE CHILDREN UP TO 12  
YEARS OLD & 4 LATE TEENS WHO ARE AWAY IN COLLEGE & NOT  
ATTENDING.
20. Please use the space below or attach a detailed sketch of the area to be licensed. The sketch should include entrances and exits, ID checking area(s), location of where alcoholic beverages will be dispensed and any other relevant information pertaining to the event. No permit will be issued if a sketch is not attached.



#### Event Organizer Information

- Is the event being handled by a promoter, Production Company, or other entities? Yes ☐ No ☒ If yes, attach contract.

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

Company Contact \_\_\_\_\_

Phone Number \_\_\_\_\_ x \_\_\_\_\_ Title \_\_\_\_\_

**RECREATION DEPARTMENT  
MONTHLY TRANSMITTAL SUMMARY  
DECEMBER 2023**

		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	MONTHLY
		TOTALS	TOTALS	TOTALS	TOTALS	TOTALS	TOTALS	TOTALS
5th St. Park Lot								
	<i>Irish Festival</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5th St PL - Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boat Ramp								
	<i>Launches</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Permits</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boat Ramp - Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Buckets Basketball Camp Registrations								
	<i>Week 1</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Week 2</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Week 3</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Buckets Basketball Camp - Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUCKETS BASKETBALL CLINIC		\$0.00	\$0.00	\$450.00	\$25.00	\$0.00	\$0.00	\$475.00
Donations								
Kids Xmas Party	<i>Chrissy Tolomeo Memorial</i>	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Kids Xmas Party	<i>Optimist Club</i>	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
	<i>3</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>4</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>5</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>6</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donations - Subtotal		\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00
Facility Rentals								
Condo Mtg	<i>Roman Holiday</i>	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00
	<i>Soccer Shots</i>	\$0.00	\$0.00	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00
	<i>3</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>4</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>5</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>6</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>7</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>8</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>9</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>10</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facility Rental - Subtotal		\$0.00	\$0.00	\$0.00	\$675.00	\$0.00	\$0.00	\$675.00
FISHING TOURNAMENT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fitness Classes								
	<i>Boot Camp</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Cardio &amp; Cut</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Dance Creativity</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Line Dancing</i>	\$0.00	\$45.00	\$45.00	\$35.00	\$40.00	\$0.00	\$165.00
	<i>Meditation &amp; Yoga</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Yoga</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Zumba</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Zumbini</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fitness Classes - Subtotal		\$0.00	\$45.00	\$45.00	\$35.00	\$40.00	\$0.00	\$165.00
Hockey League Registrations								
	<i>2nd - 4th</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>5th - 6th</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hockey - Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
KAYAK PERMITS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LOOMING CLASS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PICKLEBALL CLINICS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soccer Camp Registrations								
	<i>Week 1</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Week 2</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soccer Camp - Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sponsorships - All Leagues								
	<i>1</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>2</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>3</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>4</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>5</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>6</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>7</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>8</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>9</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>10</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>11</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>12</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>13</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>14</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>15</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sponsorships - Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summer B-ball Registrations								
	<i>K-2</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>3-5</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>6-8</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>HS Boys</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summer B-ball - Subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel B-ball Registrations								
	<i>7-8 Girls (Sharks)</i>	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
	<i>5-6 Girls (Sharks)</i>	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
	<i>3-4 Girls (Sharks)</i>	\$0.00	\$60.00	\$60.00	\$0.00	\$0.00	\$0.00	\$120.00
	<i>Sponsorships/Donations</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel B-ball - Subtotal		\$0.00	\$180.00	\$360.00	\$0.00	\$0.00	\$0.00	\$540.00

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	MONTHLY
TOTALS	TOTALS	TOTALS	TOTALS	TOTALS	TOTALS	TOTAL
\$0.00	\$1,825.00	\$855.00	\$735.00	\$40.00	\$0.00	\$3,455.00

**WEEKLY TOTALS:**

DECEMBER - 2023

North Wildwood Recreation Center  
BUILDING USAGE - OTHER 2023

		WEEK 5					WEEK 6					MONTHLY TOTALS
		TOTALS					TOTALS					TOTALS
1	AA - Friday Nights	16	18	8	14	19	0				75	
2	AI-Anon	7	8	7	10	7	0				39	
3	AA Special Event - "	0	0	0	0	0	0				0	
4	Buckets Basketball Clinics	0	0	0	0	0	0				0	
5	B-Ball All Leagues Summer (Inside)	0	0	0	0	0	0				0	
6	B-Ball Games - MMS (boys & girls)	0	0	0	0	0	0				0	
7	B-Ball Practices - MMS (boys & girls)	0	52	13	41	0	0				106	
8	B-Ball Practices/Games - WCA (boys & girls)	56	51	193	38	0	0				338	
9	B-Ball Travel Girls Practices/Games (Sharks)	25	48	39	36	32	0				180	
10	Camps - Buckets Basketball	0	0	0	0	0	0				0	
11	Camps - N W Soccer	0	0	0	0	0	0				0	
12	Camps - Marine Science	0	0	0	0	0	0				0	
13	Class - Line Dancing	0	9	9	7	9	0				34	
14	Class - Meditation & Yoga	0	0	0	0	0	0				0	
15	Class - Zumba	0	0	0	0	0	0				0	
16	Class - Zumbini	0	0	0	0	0	0				0	
17	Class - "	0	0	0	0	0	0				0	
18	Coast Guard Flotilla #83	0	0	0	0	0	0				0	
19	City-Dept Meeting/Training - "	0	0	0	0	0	0				0	
20	City-Dept Meeting/Training - "	0	0	0	0	0	0				0	
21	City-Dept Meeting/Training - "	0	0	0	0	0	0				0	
22	City-Dept Meeting/Training - "	0	0	0	0	0	0				0	
23	Cheerleading - WCA	0	14	0	0	0	0				14	
24	Cheerleading - "	0	0	0	0	0	0				0	
25	CMC Dept of Aging - Senior Citizen Meals	28	144	134	126	103	0				535	
26	Condo Meeting - "	0	0	0	0	0	0				0	
27	Condo Meeting - "	0	0	0	0	0	0				0	
28	Condo Meeting - "	0	0	0	0	0	0				0	
29	Condo Meeting - "	0	0	0	0	0	0				0	
30	Condo Meeting - "	0	0	0	0	0	0				0	
31	Condo Meeting - "	0	0	0	0	0	0				0	
32	Crime Watch/Community Meeting	0	0	24	0	0	0				24	
33	Department Head Meetings	0	0	0	0	0	0				0	
34	ELECTIONS	0	0	0	0	0	0				0	
35	Event - Kids Christmas Party	0	275	0	0	0	0				275	
36	Event - MMS Pizza with Santa	0	0	275	0	0	0				275	
37	Event - "	0	0	0	0	0	0				0	
38	Event - "	0	0	0	0	0	0				0	
39	Event - "	0	0	0	0	0	0				0	
40	Event - "	0	0	0	0	0	0				0	
41	Facility Rental - Burke Bday Party	25	0	0	0	0	0				25	
42	Facility Rental - BBC Practice - Roman Catholic	0	0	0	25	0	0				25	
43	Facility Rental - BBC Practice - Highstown	0	0	0	23	0	0				23	
44	Facility Rental - Red Cross Blood Drive	0	0	0	0	26	0				26	
45	Facility Rental - BBC Practice - LaSalle HS	0	0	0	0	20	0				20	
46	Karate Class	0	17	20	23	0	0				60	
47	Meeting Various - "	0	0	0	0	0	0				0	
48	Meeting Various - "	0	0	0	0	0	0				0	
49	Meeting Various - "	0	0	0	0	0	0				0	
50	Meeting Various - "	0	0	0	0	0	0				0	
51	Meeting Various - "	0	0	0	0	0	0				0	
52	Pickleball - Indoor	0	7	45	0	0	0				52	
53	Rec Department Staff Meetings/Training	0	0	0	0	0	0				0	
54	Recreation Commission Meetings	0	0	0	0	0	0				0	
55	Republican Club Meetings	0	0	0	0	0	0				0	
56	Safety Committee Meetings	0	0	0	0	0	0				0	
57	Scrabble Club	0	6	6	5	2	0				19	
58	Soccer Shots - Indoor	25	16	15	16	0	0				72	
59	Special Event - Pre/Post-Event Meetings	0	0	0	0	0	0				0	
60	Tourism Development Commission Meetings	0	0	0	0	0	0				0	
61	Tot-Time	0	0	0	0	0	0				0	
62	Volleyball - Indoor	0	13	0	10	18	0				41	
63	MISC - "	0	0	0	0	0	0				0	
64	MISC - "	0	0	0	0	0	0				0	
65	MISC - "	0	0	0	0	0	0				0	
WEEKLY TOTALS:											2,258	
											2,258	

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

**ORDINANCE NO. 1926**

**ORDINANCE AUTHORIZING VARIOUS  
IMPROVEMENTS OF THE CITY OF NORTH  
WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW  
JERSEY, APPROPRIATING \$1,000,000 THEREFOR FROM  
CAPITAL IMPROVEMENT FUND FOR THE FINANCING  
THEREOF**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 2 of this ordinance is hereby authorized to be undertaken by the City of North Wildwood, in the County of Cape May, New Jersey (the “City”) as a general improvement. For the improvement or purpose described in Section 2, there is hereby appropriated the sum of \$1,000,000 from the City of North Wildwood Capital Improvement Fund, said sum being inclusive of all appropriations heretofore made therefor.

Section 2. The improvements hereby authorized and the purpose of the appropriations is as follows:

- Providing for the improvement of various buildings and public property, and Beach Replenishment in the City of North Wildwood including all work and materials necessary therefor and incidental thereto for an amount not to exceed \$1,000,000.

Section 3. The following matters are hereby determined, declared, recited and stated: The improvement or purpose described in Section 2 of this bond ordinance is not a current expense. It is an improvement or purpose that the City may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

Section 4. The capital budget of the City is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

Section 5. This bond ordinance shall take effect upon its publication and passage in the manner provided by law.

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Patrick T. Rosenello, Mayor

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W. Scott Jett, City Clerk

Introduced: January 16, 2024  
Advertised: January 24, 2044  
Hearing/Final: February 6, 2024  
Advertised: February 14, 2024

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

**ORDINANCE NO. 1925**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 330,  
PEDDLING AND SOLICITING, 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 No. 1785, adopted June 5, 2019, that has been codified in §330-1.1 of the Code of the City of North Wildwood is hereby supplemented by the addition of a paragraph, which shall be codified as §330-1.1E and which shall read as follows:

**E. Regulations for concessionaires.**

Any and all concessionaires, or any person or persons employed by said concessionaires, vending coffee and iced coffee products on the beaches of the City of North Wildwood under a contract awarded pursuant to this chapter shall:

1. Shall be clothed in matching uniforms which clearly identify the name of the concessionaire and the name of the individual vendor.
2. Have the prices of its products clearly displayed on his/her vending carts, said prices having been printed computer printout or other technological means. No hand-written signs or labels are permitted.

**Section Two.** The portion of Ordinance No. 1891, adopted December 6, 2022, that has been codified in §330-1.2 of the Code of the City of North Wildwood is hereby supplemented by the addition of a paragraph, which shall be codified as §330-1.2E and which shall read as follows:

**E. Regulations for concessionaires.**

Any and all concessionaires, or any person or persons employed by said concessionaires, vending ice cream products on the beaches of the City of North Wildwood under a contract awarded pursuant to this chapter shall:

1. Shall be clothed in matching uniforms which clearly identify the name of the concessionaire and the name of the individual vendor.
2. Have the prices of its products clearly displayed on his/her vending carts, said prices having been printed computer printout or other technological means. No hand-written signs or labels are permitted.

**Section Three.** 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 Four.** 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 Five.** 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: January 16, 2024  
Advertised: January 24, 2024  
Hearing/Final: February 6, 2024  
Advertised: February 14, 2024



CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

INTRODUCTION OF BUDGET OF THE BOARDWALK SPECIAL IMPROVEMENT DISTRICT MANAGEMENT CORPORATION (SID)

WHEREAS, pursuant to N.J.S.A. 40:56-84, the Boardwalk Special Improvement District Management Corporation has submitted its annual budget for 2024, together with a financial report which explains how the budget contributes to the goals and objectives of the district; and

WHEREAS, such statute requires that the budget shall be introduced in writing at a meeting of the governing body and that the approval thereof shall constitute a first reading which may be by title.

NOW, THEREFORE, BE IT RESOLVED by the Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey, that the budget is hereby approved, a copy of which is attached hereto, that a hearing shall be held in the Council Chambers of the City of North Wildwood at 10:00 AM on Tuesday, February 20, 2024, and that the budget and notice of the time and place of the hearing shall be published in the Cape May County Herald on Wednesday, January 24, 2024.

BE IT FURTHER RESOLVED that after the public hearing the budget may be adopted by title without amendments or may be approved with amendments in accordance with the statute.

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 16th day of January 2024.

Dated January 16, 2024 Signed W. Scott Jett, City Clerk

Approved: Salvatore Zampirri, President of Council

Table with 7 columns: Name, Motion, Second, 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 CITY CLERK TO ADVERTISE FOR A CONCESSION CONTRACT  
FOR A BEACH UMBRELLA STAND CONCESSION

WHEREAS, N.J.S.A. 40:61-37 provides that the governing body of municipalities bordering on the Atlantic Ocean “may let out to any person, any privilege, in any public parks, recreation grounds or places of public resort, upon such terms and conditions as it may prescribe;” and

WHEREAS, N.J.S.A. 40:61-39 provides that, as to any agreement falling within the parameters of N.J.S.A. 40:61-37, “any such letting shall be to the highest bidder therefore;” and

WHEREAS, N.J.S.A. 40:61-1h authorizes municipalities to lease concessions in any of its parks, beaches, waterfronts and places of public resort and recreation to the highest responsible bidder therefore; and

WHEREAS, N.J.S.A. 40A:11-2(37) defines “concession” as a type of agreement or contract to which the Local Public Contracts Law is applicable; and

WHEREAS, Chapter 138, Article III of the Code of the City of North Wildwood, as amended, sets forth the local ordinances that are applicable to the North Wildwood concession contract for the rental of beach umbrellas, beach chairs, cabanas and flotation devices; and

WHEREAS, the City’s last concession contract for the rental of beach umbrellas, beach chairs, cabanas and flotation devices is about to or has expired and City Council deems it prudent that the availability of a new concession contract be advertised.

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

- 1) All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2) The City Clerk is authorized to advertise for a beach umbrella concession contract for the summer season of 2024 at a minimum bid of \$ 10,000 for the season.

\*\*\*\*\*  
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 16<sup>th</sup> day of January, 2024.

Dated: January 16, 2024  
Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

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

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

CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

AUTHORIZING LEASE OF CITY PROPERTY  
(2405 BOARDWALK)

WHEREAS, the Local Lands and Buildings Law (N.J.S.A. 40A:12-1 *et. seq*) authorizes municipalities to lease any “real property..... not needed for public use...” (N.J.S.A. 40S:12-14); and

WHEREAS, in the case of such leases being made to private persons for purposes other than those set forth in N.J.S.A. 40A:12-15 said leases “shall be made to the highest bidder by open public bidding at auction or by submission of sealed bids” (N.J.S.A. 40A:123-14); and

WHEREAS, Council is of the opinion that the municipality owned real property that is the subject of this Resolution is not needed for public use.

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

- 1) All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2) The City Clerk is authorized to advertise for the lease of a property located at 2405 Boardwalk for the summer season of 2024 at a minimum bid of \$25,000.

\*\*\*\*\*  
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 16<sup>th</sup> day of January, 2024.

Dated: \_\_ January 16, 2024 \_\_\_\_\_ Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

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

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

# **CITY OF NORTH WILDWOOD**

**Cape May County, New Jersey**

## **RESOLUTION**

### **TO AFFIRM THE CITY OF NORTH WILDWOOD'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of the City of North Wildwood to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to, the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law Against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and

**WHEREAS**, the governing body of the City of North Wildwood has determined that certain procedures need to be established to accomplish this policy.

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

1. No official, employee, appointee or volunteer of the City by whatever title known, or any entity that is in any way a part of the City shall engage, either directly or indirectly, in any act, including the failure to act, that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer or entity is engaged in or acting on behalf of the City's business or using the facilities or property of the City.
2. The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a government entity or a private entity, that receives authorization or support in any way from the City to provide services that otherwise could be performed by the City.
3. Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.
4. The City Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

5. No person shall retaliate against any person who reports any alleged discrimination, harassment or violations of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.
6. The City Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the City as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.
7. The City Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.
8. At least annually, the City Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the City. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the City’s website.
9. This resolution shall take effect immediately.
10. A copy of this resolution shall be published in an official newspaper of the City in order for the public to be made aware of this policy and the City’s commitment to the implementation and enforcement of this policy.

\*\*\*\*\*  
 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 statement 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 16<sup>th</sup> day of January 2024.

Dated: January 16, 2024

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

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

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

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

CERTIFYING COMPLIANCE WITH THE UNITED STATES
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S
“ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF
ARREST AND CONVICTION RECORDS IN EMPLOYMENT
DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF
1964”

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions under Title VII of the Civil Rights Act of 1964,” as amended, 42 U.S.C. §2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the Governing Body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

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 hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the City Clerk to cause to be maintained and available for inspection a certified copy of this resolution and required affidavit to show evidence of said compliance.

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 16th day of January, 2024.

Dated: January 16, 2024

Signed: W. Scott Jett, City Clerk

Approved: Patrick T. Rosenello, Mayor

Table with 7 columns: Name, Motion, Second, Aye, Nay, Abstain, Absent. Rows include Tolomeo, Rullo, Kane, Del Conte, Koehler, Bishop, and Zampirri.

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183  
OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT  
OPPORTUNITY COMMISSION’S “ENFORCEMENT GUIDANCE ON THE  
CONSIDERATION OF ARREST AND CONVICTION RECORDS IN  
EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT  
OF 1964”**

**GROUP AFFIDAVIT FOR MUNICIPALITIES AND COUNTIES  
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY  
COUNTY OF CAPE MAY

We, members of the governing body of the City of North Wildwood being duly sworn according to law, upon our oath depose and say:

- 1. We are duly elected members of the Governing Body of the City of North Wildwood in the County of Cape May.
- 2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. §2000e *et seq.*, (April 25, 2012).
- 3. We are familiar with the local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history.
- 4. We certify that the local unit’s hiring practices comply with the above-referenced enforcement guidance.

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

\_\_\_\_\_  
Salvatore Zampirri, President of Council

\_\_\_\_\_  
Edwin Koehler, Council 2<sup>nd</sup> Ward

\_\_\_\_\_  
Margaret Bishop, Council 1<sup>st</sup> Ward

\_\_\_\_\_  
David Del Conte, Council 1<sup>st</sup> Ward

\_\_\_\_\_  
James Kane, Council 1<sup>st</sup> Ward

\_\_\_\_\_  
Kellyann Tolomeo, Council 2<sup>nd</sup> Ward

\_\_\_\_\_  
Joseph Rullo, Council 2<sup>nd</sup> Ward

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2024.  
Notary Public of New Jersey

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

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The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

IDENTIFYING EMPLOYEES ASSIGNED TO STATE OR COUNTY TASK FORCES OR TEAMS AND MUNICIPAL OEM VOLUNTEERS AND CERT TEAM MEMBERS FOR INSURANCE PURPOSES

WHEREAS, the Atlantic County Municipal Joint Insurance Fund ("ACMJIF"), of which the City of North Wildwood is a member, recently has identified the need for all member municipalities to acknowledge and authorize, by resolution of the governing body, any municipal employee who has been appointed or assigned to any State or County Task Force or Team and any municipal volunteer or CERT Team member assigned to the Office of Emergency Management; and

WHEREAS, the purposes of the action of the ACMJIF is to protect such employees and municipalities with respect to insurance coverage provided by the ACMJIF for workers' compensation and general liability; and

WHEREAS, any employee who has been assigned to a State or County Task Force or Team, and any municipal volunteer or CERT Team member assigned to the Office of Emergency Management but not so identified by resolution of the governing body, is at risk at not receiving appropriate insurance coverage in the event of a claim.

NOW, THEREFORE, BE IT RESOLVED, by the Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey as follows: 1) All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length. 2) The Schedule of Employees appointed or assigned to State or County Task Forces or Teams and municipal volunteer or CERT Team member assigned to the Office of Emergency Management annexed hereto as Exhibit "A" is incorporated herein and made a part hereof by this reference thereto. 3) The City Administrator be and hereby is authorized to update, as needed, the Schedule annexed as Exhibit "A" in the event that additional employees are appointed or assigned to State or County Task Forces or Teams and all such updated schedules shall be dated clearly.

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 16th day of January 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

Approved: Patrick T. Rosenello, Mayor

Table with 7 columns: Name, Motion, Second, Aye, Nay, Abstain, Absent. Rows include Tolomeo, Rullo, Kane, Del Conte, Koehler, Bishop, and Zampirri.



Exhibit A  
January 16, 2024

**FIRE DEPARTMENT**

Dominick McClain  
CMC OEM CERT Coordinator & Training Instructor

Joshua Carter  
CMC OEM CERT Training Instructor  
CMC Regional Urban Search Team

Michael Blizzard  
CMC OEM CERT Training Instructor  
CMC EMS Assistant Coordinator

Matthew Capone  
CMC Regional Urban Search Team

Harry Godfrey  
CMC Fire Marshal Office

Joseph Alesandrini  
CMC Regional Urban Search Team

Sean Stanton  
CMC Regional Urban Search Team

**POLICE DEPARTMENT**

CMC Regional SWAT Team  
Sgt. Brian Harkins

CMC Police Academy  
Sgt. Adam McGraw  
Lt. Katherine Madden  
Sgt. Michael Griser  
Sgt. Bryan Skill  
Lt. Justin Robinson  
Sgt. Mark Elliott  
Det. Justin Melo  
Officer Joseph Kopetsky  
Officer James Flynn  
Officer Mark Santiago

CMC Prosecutors Office CART Team  
Sgt. Mark Elliott

CMC Drug Recognition Team  
Officer Mark Santiago

Hostage Negotiation Team  
Officer Laura Loftus  
Officer Amanda Hegarty

CMC Civil Unrest Team  
Officer Dominic DeMusz  
Officer James Baehr

CMC School/Juvenile Liaison  
Officer Eric Nevil

**OFFICE OF EMERGENCY MANAGEMENT & CERT TEAM MEMBERS**

Patrick Rosenello, Coordinator	Michael Brown Sr.
Robert Matteucci, Dep. Coordinator	Richard Redmer
Lewis Ostrander	Doug Nordberg
Doug Ford	Roy Burnham
Rick Carroll	Thomas Drumm
Dennis Dool	Sean McDermott
Rick Haas	W. Scott Jett
Edwin Koehler	Gavin Rosenello

Joe Gawrysiak
George Greenland
Dan McGowan
Liz Golden
Denise Connelly

# Cape May County, New Jersey

**APPROVING HEREFORD INLET LIGHTHOUSE ANNUAL REPORT FOR 2023 AND  
AUTHORIZING SUBMISSION OF SAME TO STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

3) The Hereford Inlet Lighthouse Annual Report for 2023 shall be annexed to and made a part of this resolution.

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

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

APPOINTMENT OF MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the North Wildwood Office of Emergency Management has been established in accordance with the provisions of §3-60 of the Code of the City of North Wildwood; and

WHEREAS, §3-38C of the Code of the City of North Wildwood and N.J.S.A. Appendix A:9-40.1 require the Mayor to appoint a Municipal Emergency Management Coordinator from among the residents of the City of North Wildwood; and

WHEREAS, §3-38C further indicates that nothing in that Section shall be interpreted as precluding the Mayor from appointing himself/herself as Municipal Emergency Management Coordinator; and

WHEREAS, the Mayor has forwarded his appointment of Patrick Rosenello as Municipal Emergency Management Coordinator for a term of three (3) years beginning on January 1, 2024 and ending on December 31, 2026 to City Council for confirmation; and

WHEREAS, Council deems to be in the best interest of the City and its residents that the aforementioned appointment be confirmed.

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

- 1) All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.
- 2) The Mayor’s appointment of Patrick Rosenello as Municipal Emergency Management Coordinator for a term of three (3) years beginning on January 1, 2024 and ending on December 31, 2026 be and it hereby is confirmed.
- 3) Upon his appointment of a Deputy Emergency Management Coordinator, as a required by §3-38E of the Code of the City of North Wildwood, the Municipal Emergency Management Coordinator shall so advise City Council in writing.

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 Council of the City of North Wildwood at a meeting duly held on the 16th day of January, 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick Rosenello, Mayor

Table with 7 columns: Name, Motion, Second, 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**

**APPOINTING CITY REPRESENTATIVE TO THE  
CAPE MAY COUNTY ANIMAL SHELTER ADVISORY BOARD**

**WHEREAS**, the Cape May County Animal Shelter Advisory Board has a representative from each municipality in the County; and

**WHEREAS**, North Wildwood resident Robert Berardo has served as the North Wildwood representative on said Board; and

**WHEREAS**, Robert Berardo is a qualified candidate to be reappointed as the representative of the City to said Board.

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

- 1) All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2) The appointment of Robert Berardo as the representative of the City of North Wildwood on the Cape May County Animal Shelter Advisory Board be and it hereby is approved.
- 3) The City Clerk shall forward a true copy of this Resolution to the Director of the Cape May County Animal Shelter.

\*\*\*\*\*  
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 16<sup>th</sup> day of January, 2024.

Dated: \_\_\_\_January 16, 2024\_\_\_\_\_  
Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

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

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

# **CITY OF NORTH WILDWOOD**

## **Cape May County, New Jersey**

### **RESOLUTION**

#### **AUTHORIZING AN INTRA-COUNTY MUTUAL AID AND ASSISTANCE AGREEMENT BETWEEN THE CITY OF NORTH WILDWOOD AND THE COUNTY OF CAPE MAY**

**WHEREAS**, an agreement is to be made by and between the County of Cape May (“County”) and Municipalities located within Cape May County, which includes, but is not limited to, the various departments, agencies, districts, and entities within the County and Municipalities, such as law enforcement, public works, Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), construction officials, Emergency Medical Services (“EMS”), fire departments, volunteer fire companies and/or EMS organizations or fire districts. The County, Municipalities, and the various departments, agencies, districts, and entities are singularly referred to as a “Participating Entity” and collectively as “Participating Entities.” For purposes of this Agreement, a Requesting Entity is a Participating Entity that requests assistance pursuant to the Agreement. A Providing Entity is a Participating Entity that provides response assistance or resource support pursuant to the Agreement.

**WHEREAS**, the President of the United States, in Homeland Security Presidential Directive 5 (“HSPD-5” or the “Presidential Directive”), directed the Secretary of the Department of Homeland Security (“DHS”) to develop and administer a National Incident Management System (“NIMS”), which would provide a consistent nationwide approach to Federal, State, local<sup>1</sup> and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

**WHEREAS**, then-Acting Governor Richard J. Codey, in his Executive Order No. 50, dated August 5, 2005 (the “Executive Order”), implemented NIMS as the state standard for incident management and directed its use for all emergency incidents in the State of New Jersey; and

**WHEREAS**, “The New Jersey Civilian Defense and Disaster Control Act”, N.J.S.A. App. A:9-30 et seq. (the “Disaster Control Act”), provides for the health, safety and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency in the Governor, who shall have authority over the resources of each and every political subdivision of the State to cope with any condition that shall arise out of such emergency; and

**WHEREAS**, in addition to the Disaster Control Act, the “Fire Service Resource Emergency Deployment Act,” N.J.S.A. 52:14E-11 et seq. (the “Fire Service Act”) establishing a mechanism for the coordination of fire service resources throughout the State to facilitate a quick and efficient response to any emergency incident or situation that requires the immediate deployment of those resources in order to protect life and property from the danger or destruction of fire, explosion or other disaster; and

**WHEREAS**, the Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules commonly referred to as the “Fire Service Resource Emergency Deployment Regulations” N.J.A.C. 5:75A-1.1 et seq. (the “Fire Service Regulations”), and

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<sup>1</sup> As defined in the Homeland Security Act of 2002, Section 2(10), the term “local government” includes:

- (A) a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments ... regional or interstate government entity, or agency or instrumentality of a local government;
- (B) an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and
- (C) a rural community, unincorporated town or village, or other public entity.

See 6 U.S.C. §101(10) (2006).

N.J.A.C. 5:75A-2.2 specifically requires each municipality or fire district to adopt a local fire mutual aid plan; and

**WHEREAS**, an emergency responder is defined as anyone employed by, contracted to provided services to, or otherwise affiliated with the Participating Entities and possessing special skills, qualifications, training, knowledge, and experience beneficial to the mitigation of disaster situations. An emergency responder includes, but is not limited to, the following: law enforcement officers, fire fighters, emergency medical services personnel, physicians, nurses, or other public health officials, emergency management personnel, public works personnel, those persons with specialized equipment operations skills or training or any other skills needed to provide aid in a declared emergency: and

**WHEREAS**, the Participating Entities recognize the benefits of entering into the Agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, catastrophe or other extraordinary devastation, civil unrest, major emergency, major criminal acts, acts of terrorism, and/or natural and man-made disasters or catastrophes which threaten or affect life, property and environment (the “Emergency Situations”) and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property in each individual jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of North Wildwood, in the County of Cape May, New Jersey, that:

- 1. All of the statements of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The Intra-County Mutual Aid and Assistance Agreement between the County of Cape May and the City of North Wildwood is hereby approved.
- 3. The Mayor and City Clerk are authorized to execute the above-referenced Agreement on behalf of the City of North Wildwood.
- 4. The appropriate officials and employees of the City of North Wildwood are authorized to carry out the intent of this Resolution.
- 5. An executed copy of the Intra-County Mutual Aid and Assistance Agreement between the County of Cape May and the City of North Wildwood shall be annexed to and made part of this Resolution, which shall also be forwarded to the Cape May County Office of Emergency Management.

\*\*\*\*\*  
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 16<sup>th</sup> day of January, 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

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

**INTRA-COUNTY  
MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING ENTITY**

**THIS AGREEMENT** is made on this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the County of Cape May (“County”) and Municipalities located within Cape May County, which includes, but is not limited to, the various departments, agencies, districts, and entities within the County and Municipalities, such as law enforcement, public works, Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), construction officials, Emergency Medical Services (“EMS”), fire departments, volunteer fire companies and/or EMS organizations or fire districts. The County, Municipalities, and the various departments, agencies, districts, and entities are singularly referred to as a “Participating Entity” and collectively as “Participating Entities.” For purposes of this Agreement, a Requesting Entity is a Participating Entity that requests assistance pursuant to the Agreement. A Providing Entity is a Participating Entity that provides response assistance or resource support pursuant to the Agreement.

**WHEREAS**, the President of the United States, in Homeland Security Presidential Directive 5 (“HSPD-5” or the “Presidential Directive”), directed the Secretary of the Department of Homeland Security (“DHS”) to develop and administer a National Incident Management System (“NIMS”), which would provide a consistent nationwide approach to Federal, State, local<sup>1</sup> and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

**WHEREAS**, then-Acting Governor Richard J. Codey, in his Executive Order No. 50, dated August 5, 2005 (the “Executive Order”), implemented NIMS as the state standard for incident management and directed its use for all emergency incidents in the State of New Jersey; and

**WHEREAS**, “The New Jersey Civilian Defense and Disaster Control Act”, N.J.S.A. App. A:9-30 et seq. (the “Disaster Control Act”), provides for the health, safety and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency in the Governor, who shall have authority over the resources of each and every political subdivision of the State to cope with any condition that shall arise out of such emergency; and

**WHEREAS**, in addition to the Disaster Control Act, the “Fire Service Resource Emergency Deployment Act,” N.J.S.A. 52:14E-11 et seq. (the “Fire Service Act”) establishing a

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<sup>1</sup> As defined in the Homeland Security Act of 2002, Section 2(10), the term “local government” includes:

- (A) a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments ... regional or interstate government entity, or agency or instrumentality of a local government;
- (B) an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and
- (C) a rural community, unincorporated town or village, or other public entity.

See 6 U.S.C. §101(10) (2006).

**INTRA-COUNTY  
MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING ENTITY**

mechanism for the coordination of fire service resources throughout the State to facilitate a quick and efficient response to any emergency incident or situation that requires the immediate deployment of those resources in order to protect life and property from the danger or destruction of fire, explosion or other disaster; and

**WHEREAS**, the Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules commonly referred to as the “Fire Service Resource Emergency Deployment Regulations” N.J.A.C. 5:75A-1.1 et seq. (the “Fire Service Regulations”), and N.J.A.C. 5:75A-2.2 specifically requires each municipality or fire district to adopt a local fire mutual aid plan; and

**WHEREAS**, an emergency responder is defined as anyone employed by, contracted to provided services to, or otherwise affiliated with the Participating Entities and possessing special skills, qualifications, training, knowledge, and experience beneficial to the mitigation of disaster situations. An emergency responder includes, but is not limited to, the following: law enforcement officers, fire fighters, emergency medical services personnel, physicians, nurses, or other public health officials, emergency management personnel, public works personnel, those persons with specialized equipment operations skills or training or any other skills needed to provide aid in a declared emergency: and

**WHEREAS**, the Participating Entities recognize the benefits of entering into the Agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, catastrophe or other extraordinary devastation, civil unrest, major emergency, major criminal acts, acts of terrorism, and/or natural and man-made disasters or catastrophes which threaten or affect life, property and environment (the “Emergency Situations”) and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property in each individual jurisdiction.

**NOW THEREFORE**, in consideration of the mutual benefits and covenants contained in this agreement, the Participating Entity respectively agree as follows:

1. **Mutual Aid and Assistance.** Upon request as provided for herein, the Participating Entities shall provide mutual aid and assistance to each other. Mutual Aid and Assistance shall include the following:
  - a. Rendering of aid and assistance to an emergency scene under the control and /or jurisdiction of another Participating Entity, this may include pre-established immediate response or other response. (i.e. Providing sheltering of a Requesting Entity’s population by one or more Participating Entities). Emergencies covered by this Agreement may include requests for assistance to incidents including but not limited to fires, civil unrest, major criminal or emergency events, natural and human-caused disasters or a catastrophe affecting the environment.



**INTRA-COUNTY  
MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING ENTITY**

- b. Rendering of aid and assistance by one or more Participating Entity to another Participating Entity to serve as supplemental reserve protection in the Requesting Entity's jurisdiction while the Requesting Entity is on an emergency call and/or otherwise unable to address the emergency service needs in its jurisdiction.
  - c. Participating in training exercises with other Participating Entities, where the purpose of such training and exercises is to coordinate and prepare for fire, civil unrest, major emergency natural disaster, environmental disaster, and/or other emergency situations that are a threat to life or property.
- 2. **Requests for Mutual Aid and Assistance.** All requests for mutual aid and assistance shall be in accordance with all procedures in effect at the time of the request. The Requesting Entity shall immediately request the Providing Entities to the scene of an emergency in accordance with the pre-established policies and procedures in effect at the time of the request.
  - a. Each Participating Entity shall develop (as part of their SOP) a Mutual Aid Plan to include mutual aid assistance to the levels deemed acceptable when measured against potential risks.
  - b. All Local Fire Mutual Aid Plans shall follow the Fire Regulations.
- 3. **Reimbursement of Expenses.**
  - a. No Participating Entity shall bill a Requesting Entity for wages, salaries, or use of equipment in making mutual aid and assistance responses, except as is provided for by a pre-existing separate agreement and/or as permitted within the regulations of the Stafford Disaster and Emergency Assistance Act, 42 U.S.C. §5121 *et seq.* and the implementing regulations of 44 C.F.R. §204.01 *et seq.*, in which case reimbursements as permitted therein shall be recoverable as provided within said regulations.
  - b. Responding Entities shall be responsible for any loss incurred to their own property while providing mutual aid and assistance. However, the Requesting Entity shall replace fuel, chemical substances, crowd control gases, water additives, sterilized medical equipment and other disposable goods that are used for mitigation of an incident by a Responding Entity and will cause the Responding Entity to incur an expenditure to replace same. Upon receipt of an appropriate voucher, the Requesting Entity shall reimburse the Responding Entity for the expenditure involved. Said reimbursement or replacement shall not be construed as payment or consideration for making the mutual aid and assistance response but only as an effort to compensate a Responding Entity for its actual cost outlay in replacing these expendable materials.

**INTRA-COUNTY  
MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING ENTITY**

- c. This Agreement does not supersede any agreement either formal or informal between jurisdictions (i.e. state or federal governments) or between Responding Entity (e.g. fire departments of different municipalities).
  - d. Participating Entity when possible, will be reimbursed in accordance with the Spill Compensation Control Act (N.J.S.A. 58:10-23.11a et seq.) and the regulations promulgated pursuant thereto (N.J.A.C. 7:1E -5.1 et seq.).
  - e. This Agreement recognizes the provisions as required by the Disaster Control Act and specifically the Emergency Medical Services Act, N.J.S.A. 26:2K-60.
  - f. Any expenses recoverable from third parties by the Requesting Entity shall be equitably distributed among Participating Entities. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under existing statutes.
4. **Limitation of Providing Mutual Aid and Assistance.** Nothing contained in this Agreement shall be construed to require a Participating Entity to make a mutual aid and assistance response if the response will leave the Participating Entity's jurisdiction without sufficient police, fire, ambulance and/or emergency protection or other vital or necessary services.
5. **Death or Disability.** If any member of a Participating Entity suffers injury or death at the scene of a mutual aid and assistance emergency or training exercise, the member or the member's designee or legal representative shall be entitled to all salary, pension rights, worker's compensation and other benefits to which the member would be entitled if injury or death occurred in the performance of duties within the jurisdiction of the Participating Entity in accordance with N.J.S.A. 40A:14-26. Each Participating Entity shall be individually responsible for providing adequate benefits, coverage, and compensation for its members and/or employees.
6. **Members Authority.** The members of each Responding Entity making a mutual aid and assistance response shall have the same powers and authority as the members of a Requesting Entity at the scene of the emergency in accordance with N.J.S.A. 40A:14-156.2. Said members of a Responding Entity shall also have, while so acting, such rights and immunities as they would otherwise enjoy in the performance of their normal duties within their own jurisdiction.
7. **Provisions Specific to Law Enforcement Training.** Any law enforcement Participating Entity may, but shall not be required to, pay for training for another law enforcement Participating Entity's personnel out of available or

**INTRA-COUNTY  
MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING ENTITY**

appropriate funds when, in the determination of the Participating Entity, such individual training enhances the ability of other Participating Entities to perform Mutual Aid and Assistance duties under this Agreement.

8. **Liability Insurance; Indemnification.**

- a. The Participating Entities represent that each is insured for liability purposes and agree to remain insured for so long as this Agreement remains in effect. The Participating Entities agree, to the extent possible under the terms of their respective insurance coverages, to name each other as additional insured on such policies of insurances to protect against liability arising from the provision of services under this Agreement, and to maintain such coverages throughout the duration of this Agreement.
- b. The County shall indemnify, hold harmless and defend the Municipality 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 or caused or alleged to have been caused in any manner by a defect in any equipment or materials supplied by the County or by the performance of any work under this Agreement, including all suits or actions of every kind or description brought against the Municipality, either individually or jointly with the County 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, the performance of any work pursuant to or in connection with this Agreement or through any negligence or alleged negligence or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the County, its employees, or agents or others under the County's control.
- c. The Municipality shall indemnify, hold harmless and defend the County 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 or caused or alleged to have been caused in any manner by a defect in any equipment or materials supplied by the Municipality or by the performance of any work under this Agreement, including all suits or actions of every kind or description brought against the County, either individually or jointly with the Municipality 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, the performance of any work pursuant to or in connection with this Agreement or through any negligence or alleged negligence or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the Municipality, its employees, or agents or others under the Municipality's control.

**INTRA-COUNTY  
MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING ENTITY**

9. **Term; Withdrawal.** This Agreement shall commence as of the effective date of the Resolution adopted by the Cape May County Board of County Commissioners and continue for a period of five (5) years or until terminated by a Participating Entity. Any Participating Entity may withdrawal from this Agreement by providing all other Participating Entities and the Cape May County Office of Emergency Management within sixty (60) days advanced written notice of withdrawal, clearly specifying the applicable date of withdrawal. In the event of withdrawal by a Participating Entity, this Agreement will continue in full force and effect for all remaining Participating Entities.
10. **Legal Authority.** This Agreement shall be governed by the laws of the State of New Jersey. This Agreement is expressly made in accordance with N.J.S.A. 40A:14-26 and N.J.S.A. 40A:14-156.1. Moreover, all Law Enforcement Operations conducted by the County Prosecutor and his officers and agents are deemed subject to the provisions of Wright v. State, 169 N.J. 442 (2001).
11. **Entire Agreement.** This Agreement constitutes the entire understanding between the Participating Entities. This Agreement supersedes all communications, representations, or prior agreements, oral or written, between Participating Entity with respect to the subject matter hereof.
12. **Severability.** The invalidity of any provision of this Agreement shall not render invalid any other provision. If for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.
13. **Amendments.** This Agreement may only be amended by written consent of all the parties hereto. The undersigned Participating Entities have hereby adopted and subscribed to and approve this Mutual Aid and Assistance Agreement to which this signature page will be attached and agree to be party thereto and be bound by the terms thereof.

**INTRA-COUNTY  
MUTUAL AID AND ASSISTANCE AGREEMENT  
BETWEEN PARTICIPATING ENTITY**

IN WITNESS WHEREOF, the Participating Entities hereby executes this Agreement and affixes its corporate seal on the date shown. By executing this Agreement, the Participating Entity acknowledges that said execution has been duly authorized by proper Resolution, a copy of which is annexed to this Agreement.

Participating Entity: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Official Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Official Title: \_\_\_\_\_

CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

AUTHORIZING RETURN OF BALANCE OF ESCROW DEPOSIT

WHEREAS, The Application of Wynnefield Development, LLC doing business at 8800 Seaview Avenue, Wildwood Crest, NJ has applied to the Planning Board for amended preliminary & final siteplan approval to construct two (2) 6-unit buildings on two (2) separate lots together with minor subdivision approval to realign lot lines & create two (2) lots from three (3) existing lots & a rearyard setback variance (8.7 ft. proposed where 10 ft. is required) for properties located at Block 291, Lots 7, 8 & 13 of the Municipal Tax Map of the City, commonly known as 418 - 420 East 22<sup>nd</sup> Avenue; and

WHEREAS, the application required funds to be escrowed in accordance with the provisions of Chapter 276 of the Code of the City of North Wildwood in order to pay for the costs of professional services incurred in connection with review of the application; and

WHEREAS, the application was reviewed & approved by the Planning Board & the Board’s professionals on March 8, 2017; and

WHEREAS, §276-67(E)(2) provides that unused escrow balances may be returned to the Applicant within 90 days upon written request by the applicant & as authorized by City Council; and

WHEREAS, the amount of funds submitted and escrowed was \$3,000.00 & Applicant has made written request for return of the unused balance, after Board professionals’ fees have been paid, which amount the Chief Financial Officer of the City of North Wildwood has calculated to be \$97.40.

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

- 1. All of the allegations of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The Chief Financial Officer be and hereby is authorized to return the unused escrow balance as aforesaid to the Applicant.
- 3. The Chief Financial Officer and such other officials as are necessary be and they hereby are authorized to take such actions that are necessary and proper in order to effectuate the purposes and intent of this resolution.

\*\*\*\*\*  
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 16<sup>th</sup> day of January, 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

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

CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

AUTHORIZING RETURN OF BALANCE OF ESCROW DEPOSIT

WHEREAS, the Application (Z-17-7-1) of Gerard & Kimberley Mullen, owners of the property located at 118 East 4<sup>th</sup> Avenue, a/k/a Block 206, Lot 8, seeking a D3 Conditional Use variance in order to renovate an existing duplex located on an undersized lot in the R-1.5 Zoning District as the proposed structure does not meet the required conditions which permit the construction of a duplex in the zone, and ‘c’ variance relief with respect to the frontyard & sideyard setback(s); and

WHEREAS, the application required funds to be escrowed in accordance with the provisions of Chapter 276 of the Code of the City of North Wildwood in order to pay for the costs of professional services incurred in connection with review of the application; and

WHEREAS, the application was reviewed & approved by the Planning Board & the Board’s professionals on March 14, 2018; and

WHEREAS, §276-67(E)(2) provides that unused escrow balances may be returned to the Applicant within 90 days upon written request by the applicant & as authorized by City Council; and

WHEREAS, the amount of funds submitted and escrowed was \$1,600.00 & Applicant has made written request for return of the unused balance, after Board professionals’ fees have been paid, which amount the Chief Financial Officer of the City of North Wildwood has calculated to be \$420.55.

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

- 1. All of the allegations of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The Chief Financial Officer be and hereby is authorized to return the unused escrow balance as aforesaid to the Applicant.
- 3. The Chief Financial Officer and such other officials as are necessary be and they hereby are authorized to take such actions that are necessary and proper in order to effectuate the purposes and intent of this resolution.

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 16<sup>th</sup> day of January, 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

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

CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

AUTHORIZING RETURN OF BALANCE OF ESCROW DEPOSIT

WHEREAS, the Application (P-20-10-2) submitted by Mike Mitchell proposes to subdivide the property located at 1901 New York Avenue, Block 170, lots 3 & 4 in the City’s R-2 Zoning District, in order to create two (2) lots for the proposed development of single-family semi-detached dwellings (duplexes) & one (1) lot for the development of a single-family dwelling. The Applicant is requesting a ‘c’ variance(s) in connection with the required minimum lot area, minimum lot frontage/width, minimum lot depth, minimum sideyard setback & minimum frontyard setback for proposed lots 3.01 & 3.02; and

WHEREAS, the application required funds to be escrowed in accordance with the provisions of Chapter 276 of the Code of the City of North Wildwood in order to pay for the costs of professional services incurred in connection with review of the application; and

WHEREAS, the application was reviewed & approved by the Planning Board & the Board’s professionals on December 9, 2020; and

WHEREAS, §276-67(E)(2) provides that unused escrow balances may be returned to the Applicant within 90 days upon written request by the applicant & as authorized by City Council; and

WHEREAS, the amount of funds submitted and escrowed was \$2,000.00 & Applicant has made written request for return of the unused balance, after Board professionals’ fees have been paid, which amount the Chief Financial Officer of the City of North Wildwood has calculated to be \$676.60.

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

- 1. All of the allegations of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The Chief Financial Officer be and hereby is authorized to return the unused escrow balance as aforesaid to the Applicant.
- 3. The Chief Financial Officer and such other officials as are necessary be and they hereby are authorized to take such actions that are necessary and proper in order to effectuate the purposes and intent of this resolution.

\*\*\*\*\*  
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 16<sup>th</sup> day of January, 2024.

Dated: \_\_\_\_January 16, 2024\_\_\_\_ Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

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

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



CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

AUTHORIZING RETURN OF BALANCE OF ESCROW DEPOSIT

WHEREAS, the Application (P-21-9-3) submitted by Carl Maier seeks ‘c’ variance relief in relation to a proposed swimming pool & the distance of same to the principal structure (ie expanded rear deck) at the property located at 701 Ocean Avenue, a/k/a Block: 306, Lot: 13 in the City’s R-1.5 Zoning District; and

WHEREAS, the application required funds to be escrowed in accordance with the provisions of Chapter 276 of the Code of the City of North Wildwood in order to pay for the costs of professional services incurred in connection with review of the application; and

WHEREAS, the application was reviewed & approved by the Planning Board & the Board’s professionals on November 10, 2021; and

WHEREAS, §276-67(E)(2) provides that unused escrow balances may be returned to the Applicant within 90 days upon written request by the applicant & as authorized by City Council; and

WHEREAS, the amount of funds submitted and escrowed was \$800.00 & Applicant has made written request for return of the unused balance, after Board professionals’ fees have been paid, which amount the Chief Financial Officer of the City of North Wildwood has calculated to be \$212.50.

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

- 1. All of the allegations of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The Chief Financial Officer be and hereby is authorized to return the unused escrow balance as aforesaid to the Applicant.
- 3. The Chief Financial Officer and such other officials as are necessary be and they hereby are authorized to take such actions that are necessary and proper in order to effectuate the purposes and intent of this resolution.

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 16<sup>th</sup> day of January, 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

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

CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

AUTHORIZING RETURN OF BALANCE OF ESCROW DEPOSIT

WHEREAS, the Application submitted by Kevin Carrigan seeks ‘c’ variance relief in in connection with the proposed expansion of a deck in the rearyard of the property located at 1411 Hoffman Canal, a/k/a Block 118.02, Lot 22, (P-22-1-2) in the City’s R-2 Zoning District; and

WHEREAS, the application required funds to be escrowed in accordance with the provisions of Chapter 276 of the Code of the City of North Wildwood in order to pay for the costs of professional services incurred in connection with review of the application; and

WHEREAS, the application was reviewed & approved by the Planning Board & the Board’s professionals on March 9, 2022; and

WHEREAS, §276-67(E)(2) provides that unused escrow balances may be returned to the Applicant within 90 days upon written request by the applicant & as authorized by City Council; and

WHEREAS, the amount of funds submitted and escrowed was \$800.00 & Applicant has made written request for return of the unused balance, after Board professionals’ fees have been paid, which amount the Chief Financial Officer of the City of North Wildwood has calculated to be \$214.80.

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

- 1. All of the allegations of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The Chief Financial Officer be and hereby is authorized to return the unused escrow balance as aforesaid to the Applicant.
- 3. The Chief Financial Officer and such other officials as are necessary be and they hereby are authorized to take such actions that are necessary and proper in order to effectuate the purposes and intent of this resolution.

\*\*\*\*\*  
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 16<sup>th</sup> day of January, 2024.

Dated: \_\_\_\_January 16, 2024\_\_\_\_ Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

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

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

CITY OF NORTH WILDWOOD

Cape May County, New Jersey

RESOLUTION

AUTHORIZING RETURN OF BALANCE OF ESCROW DEPOSIT

WHEREAS, the Application (P-2020-11-2) submitted by Anastasi & Cook proposes to demolish an existing single-family dwelling in order to construct a new single-family semi-detached (duplex) dwelling located at 419-421 East 8<sup>th</sup> Avenue, Block 306, Lot 18 in the City’s R-1.5 Zoning District. The Applicant is requesting Conditional Use approval in connection with the proposed construction of the single-family semi-detached dwelling as same is permitted in the R-1.5 Zoning District as a permitted conditional use, subject to the area & bulk requirements governing the construction of single-family semi-detached dwellings in the R-2 Zoning District; and

WHEREAS, the application required funds to be escrowed in accordance with the provisions of Chapter 276 of the Code of the City of North Wildwood in order to pay for the costs of professional services incurred in connection with review of the application; and

WHEREAS, the application was reviewed & approved by the Planning Board & the Board’s professionals on January 13, 2021; and

WHEREAS, §276-67(E)(2) provides that unused escrow balances may be returned to the Applicant within 90 days upon written request by the applicant & as authorized by City Council; and

WHEREAS, the amount of funds submitted and escrowed was \$2,000.00 & Applicant has made written request for return of the unused balance, after Board professionals’ fees have been paid, which amount the Chief Financial Officer of the City of North Wildwood has calculated to be \$1,005.50.

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

- 1. All of the allegations of the preamble are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The Chief Financial Officer be and hereby is authorized to return the unused escrow balance as aforesaid to the Applicant.
- 3. The Chief Financial Officer and such other officials as are necessary be and they hereby are authorized to take such actions that are necessary and proper in order to effectuate the purposes and intent of this resolution.

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 16<sup>th</sup> day of January, 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

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

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

REFUND FOR OVERPAYMENT OF REAL ESTATE TAXES

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

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

Table with 3 columns: PROPERTY, PAYEE, AMOUNT. Row 1: BLK 150 LT 9, 2023 QTR 1 & 2; MW OF WILDWOOD, LLC, 6109 ATLANTIC AVENUE, WILDWOOD CREST, NJ 08260; \$2,761.11. Row 2: TOTAL; \$2,761.11.

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

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 16th day of January 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk
Approved: Patrick T. Rosenello, Mayor

Table with 7 columns: Name, Motion, Second, Aye, Nay, Abstain, Absent. Rows for Tolomeo, Rullo, Kane, Del Conte, Koehler, Bishop, Zampirri.

CITY OF NORTH WILDWOOD  
Cape May County, New Jersey

RESOLUTION

REFUND FOR OVERPAYMENT OF SEWER TAXES

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

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

PROPERTY	PAYEE	AMOUNT
212 E 17TH AVE A	SAILE, MARY F or JOSEPH G 1447 HEDGEWOOD DR WARRINGTON, PA 18976	\$849.75
1301 ATLANTIC AVE	CITY OF NORTH WILDWOOD 901 ATLANTIC AVE NORTH WILDWOOD, NJ 08260	\$171.57
TOTAL		\$1,021.32

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

\*\*\*\*\*  
STATE OF NEW JERSEYCOUNTY 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 16<sup>th</sup> day of January 2024.

Dated: January 16, 2024Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk  
Approved: \_\_\_\_\_  
Patrick T. Rosenello, Mayor

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

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

CONFIRMING SALE OF BLOCK 115, LOT 6.01

WHEREAS, by Ordinance 1924, adopted December 5, 2023, City Council authorized the sale of a 515 sq. ft. portion of real property that is identified on the tax map as Block 115, Lot 6.01 pursuant to N.J.S.A. 40A:12-13, N.J.S.A. 40A:12-13.2 and N.J.S.A. 40A:12-13(b)(5) for a price of not less than \$1.00; and

WHEREAS, pursuant to the requirements of N.J.S.A. 40A:12-13 et seq., notice of the sale as authorized by Ordinance 1924 was published by the City Clerk in the Cape May County Herald, the City’s official newspaper, on November 22, 2023 after ordinance introduction and on December 6, 2023 after ordinance adoption; and

WHEREAS, pursuant to the requirements of N.J.S.A. 40A:12-13 et seq., Ordinance 1924 was posted on the municipal bulletin board for at least 20 days following the December 5, 2023 advertisement; and

WHEREAS, no offer of not less than the minimum price was received by the City Administrator, and therefore no reconsideration of Ordinance 1924 by Council was necessary and no auction between contiguous landowners was required.

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

- 1. All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.
- 2. The sale of the subject property, as described above, is confirmed.
- 3. The Mayor and City Clerk are authorized to execute an Agreement of Sale for Block 115, Lot 6.01 as authorized by Ordinance 1924.
- 4. The Mayor, City Clerk, City Solicitor, together with all other appropriate officers, employees, professionals and staff of the City are authorized to take all steps that are necessary and proper to effectuate the purposes of this Resolution.

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 16th day of J, 2024.

Dated: January 16, 2024 Signed: W. Scott Jett, City Clerk

Approved: Patrick Rosenello, Mayor

Table with 7 columns: Name, Motion, Second, Aye, Nay, Abstain, Absent. Rows include Tolomeo, Rullo, Kane, Del Conte, Koehler, Bishop, and Zampirri.

# Cape May County, New Jersey

**AUTHORIZING POSTPONEMENT OF BID AND AMENDMENT OF  
BID SPECIFICATIONS FOR NORTH WILDWOOD GATEWAY  
PROJECT**

**WHEREAS**, said bids were to be received on January 10, 2024; and

**WHEREAS**, Council is in agreement with the Engineer's opinion that amending the bid specifications will subsequently allow the project to proceed as planned.

1) All of the statements in the preamble are incorporated herein by this reference thereto as though the same were set forth at length.

3) The City Engineer is hereby authorized to make appropriate amendments to the bid specifications at his discretion for said Project and shall, in conjunction with the City Clerk, set a new date for the receipt of bids.

4) The City Clerk and City Engineer are hereby directed to publish a new advertisement for public bids based on the amended bid specifications as prepared by the City Engineer.

Dated: January 16, 2024

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

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

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

January 12, 2024  
09:16 AM

CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

Page No: 1

Batch Id: RB2 Batch Type: C Batch Date: 01/16/24 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 24-00035	01/16/24 01/08/24	01445 ACTION UNIFORM CO. 1 Elbeco Jacket	167.00	3164 FIRE RD 4-01-25-240-032	Budget	Aprv	26	1
24-00036	01/08/24	1 Hats, Tie Bars	1,735.00	POLICE - CLOTHING & UNIFORMS 4-01-25-240-032	Budget	Aprv	27	1
			1,902.00	POLICE - CLOTHING & UNIFORMS				
Dir Dep 23-02250	01/16/24 09/28/23	01475 ANZELONE ELECTRIC COMPANY, LLC 1 Replace Transfer switch NWPD	5,875.00	37 Stagecoach Road 3-01-26-310-021	Budget	Aprv	1	1
			5,875.00	BLDGS & GRNDS - CONTR SVCS				
Dir Dep 24-00062	01/16/24 01/09/24	02048 BOARDWALK SID MGMT CORP. 1 Quarterly Assessment - 1st Qtr	17,500.00	2426 BOARDWALK 4-01-55-100-009	Budget	Aprv	28	1
			17,500.00	SPECIAL IMPROVEMENT TAX				
Dir Dep 24-00064	01/16/24 01/09/24	02293 MICHAEL J BROWN SR 1 VOL STIPEND DEC 2023	400.00	100 SEABREEZE CT 3-01-25-265-095	Budget	Aprv	30	1
			400.00	Fire- Volunteer stipends				
Dir Dep 24-00024	01/16/24 01/08/24	02693 Bocchi Law LLC 1 NWW v. NJDEP	3,660.00	8 Hillside Avenue 3-01-20-155-027	Budget	Aprv	23	1
			3,660.00	LEGAL SERV-PROF SERVICES				
Dir Dep 24-00005	01/16/24 01/05/24	03665 Cape May Car Wash LLC 1 Various Car Washes	77.00	525 Stone Harbor Blvd 3-01-20-100-026	Budget	Aprv	10	1
24-00005	01/05/24	2 Various Car Washes	22.00	GEN ADM - MAINT OF OTHER EQUIP 3-01-20-100-026	Budget	Aprv	11	1
24-00005	01/05/24	3 Various Car Washes	11.00	GEN ADM - MAINT OF OTHER EQUIP 3-01-20-100-026	Budget	Aprv	12	1
			110.00	GEN ADM - MAINT OF OTHER EQUIP				
Dir Dep 24-00023	01/16/24 01/08/24	03721 CULLEN AND DYKMAN LLP 1 NWW v. NJDEP Breach of Contrac	4,177.08	229 Nassau Street 3-01-20-155-027	Budget	Aprv	22	1
			4,177.08	LEGAL SERV-PROF SERVICES				
Dir Dep 24-00067	01/16/24 01/09/24	04506 ROBERT DAVIS 1 VOL STIPEND DEC 2023	400.00	100 CENTRAL AVENUE 3-01-25-265-095	Budget	Aprv	33	1
			400.00	Fire- Volunteer stipends				
Dir Dep 24-00081	01/16/24 01/10/24	04612 DIANE KENNY 1	400.00	13 MARTHA LOUISE AV 3-01-25-265-095	Budget	Aprv	39	1
				Fire- Volunteer stipends				



January 12, 2024  
09:16 AM

CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

Page No: 2

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
			400.00					
Dir Dep 24-00019	01/16/24 01/08/24	05170 MARK ELLIOTT 1 Lunch Reimbursement	29.49	4-01-25-240-058 POLICE-OTHER EQUIP & SUPPLIES	Budget	Aprv	18	1
			29.49					
Dir Dep 24-00020	01/16/24 01/08/24	06274 LAURA LOFTUS 1 Lunch Reimbursement	37.00	4-01-25-240-058 POLICE-OTHER EQUIP & SUPPLIES	Budget	Aprv	19	1
			37.00					
Dir Dep 24-00086	01/16/24 01/10/24	06961 FRANCIS G NOLAN 1 VOLUNTEER STIPEND DEC 2023	400.00	510 MULBERRY AVE 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	44	1
			400.00					
Dir Dep 24-00070	01/16/24 01/09/24	06994 DOUGLAS B FORD 1 VOL STIPEND DEC 2023	200.00	509 W ANDREWS AVE 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	35	1
			200.00					
Dir Dep 24-00079	01/16/24 01/10/24	07654 GEORGE J KAROLYI 1	600.00	5200 SHAWCREST 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	38	1
			600.00					
Dir Dep 24-00087	01/16/24 01/10/24	08766 Herbert Porter 1 VOLUNTEER STIPEND DEC 2023	100.00	115 TEAL RD 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	45	1
			100.00					
Dir Dep 24-00063	01/16/24 01/09/24	10007 JAMES J AMENHAUSER 1 VOL STIPEND DEC 2023	200.00	1400 DEVANE STREET 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	29	1
			200.00					
Dir Dep 24-00071	01/16/24 01/09/24	10087 W SCOTT JETT 1 VOL STIPEND DEC 2023	400.00	908 Garnet St 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	36	1
			400.00					
Dir Dep 24-00066	01/16/24 01/09/24	12486 LESLIE CLINE 1 VOL STIPEND DEC 2023	400.00	1801 New York Ave 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	32	1
			400.00					
Dir Dep 24-00018	01/16/24 01/08/24	13001 ADAM MC GRAW 1	22.00	4-01-25-240-058 POLICE-OTHER EQUIP & SUPPLIES	Budget	Aprv	17	1
			22.00					

January 12, 2024  
09:16 AM

CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

Page No: 3

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 23-02913	01/16/24 12/22/23	13047 DOMINICK MC CLAIN 1 Reimbursement 2023	747.53 <u>747.53</u>	3-01-25-265-042 FIRE DEPT - EDUCATION	Budget	Aprv	5	1
Dir Dep 23-02915	01/16/24 12/27/23	13584 FMHUB LLC 1 Bond Anticipation Notes	500.00 <u>500.00</u>	716 NEWMAN SPRINGS RD 3-01-20-130-028 FIN ADM - OTHER PROF/ CONSULT	Budget	Aprv	6	1
Dir Dep 24-00083	01/16/24 01/10/24	13631 MATTHEW J MCCRORY JR 1 VOLUNTEER STIPEND DEC 2023	100.00 <u>100.00</u>	305 E 8TH AVE 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	41	1
Dir Dep 24-00084	01/16/24 01/10/24	13901 BRIAN MCDOWELL 1 VOLUNTEER STIPEND DEC 2023	400.00 <u>400.00</u>	407 e 10th ave 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	42	1
Dir Dep 24-00021	01/16/24 01/08/24	14302 ERIC NEVIL 1 Lunch Reimbursement	88.56 <u>88.56</u>	4-01-25-240-058 POLICE-OTHER EQUIP & SUPPLIES	Budget	Aprv	20	1
Dir Dep 24-00015	01/16/24 01/05/24	16214 PINELAND CONSTRUCTION, LLC 1 Trash Collection - Dec 2023	67,399.17	300 77TH STREET 4-01-32-465-099 GARBAGE COLLECTION COSTS	Budget	Aprv	13	1
24-00015	01/05/24	2 Trash Collection - Dec 2023	4,950.00	4-01-32-465-099 GARBAGE COLLECTION COSTS	Budget	Aprv	14	1
24-00015	01/05/24	3 Trash Collection - Dec 2023	45.00	4-01-32-465-099 GARBAGE COLLECTION COSTS	Budget	Aprv	15	1
			<u>72,394.17</u>					
Dir Dep 24-00004	01/16/24 01/05/24	16313 COMFORT NOW LLC 1 Court Roof Top Unit Emergency	38,476.00	1188 OCEAN HEIGHTS AVENUE C-04-55-883-020 Ordinance 1883 - Buildings, grounds, beach	Budget	Aprv	9	1
24-00027	01/08/24	1 Replace draft inducer at Rec	210.00	3-01-26-310-021 BLDGs & GRNDS - CONTR SVCS	Budget	Aprv	25	1
			<u>38,686.00</u>					
Dir Dep 24-00069	01/16/24 01/09/24	18364 RICHARD DAVIS 1 VOL STIPEND DEC 2023	400.00 <u>400.00</u>	304 E 14TH AVR 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	34	1
Dir Dep 24-00065	01/16/24 01/09/24	18365 ROY BURNHAM 1 VOL STIPEND DEC 2023	400.00 <u>400.00</u>	228 E 8TH AVE 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	31	1
Dir Dep	01/16/24	18699 RODMAN MEYER		137 W SWEET BRIAR RD				

January 12, 2024  
09:16 AM

CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

Page No: 4

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
24-00085	01/10/24	1 VOLUNTEER STIPEND DEC 2023	400.00	3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	43	1
			<u>400.00</u>					
Dir Dep 24-00082	01/16/24 01/10/24	18853 ROBERT A MATTEUCCI 1 VOLUNTEER STIPEND DEC 2023	400.00	1410 NEW YORK AVE 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	40	1
			<u>400.00</u>					
Dir Dep 24-00025	01/16/24 01/08/24	19443 SHORE QUALITY CLEANING 1 December cleaning DPW Offices	460.00	91 CORSON TAVERN RD 3-01-26-310-021 BLDGS & GRNDS - CONTR SVCS	Budget	Aprv	24	1
			<u>460.00</u>					
Dir Dep 23-02918	01/16/24 12/27/23	19673 SEA BOX INC 1 Container Rental	375.00	1 SEA BOX DRIVE C-04-55-883-020 Ordinance 1883 - Buildings,grounds,beach	Budget	Aprv	7	1
23-02918	12/27/23	2 Container Rental	750.00	C-04-55-883-020 Ordinance 1883 - Buildings,grounds,beach	Budget	Aprv	8	1
			<u>1,125.00</u>					
Dir Dep 24-00072	01/16/24 01/09/24	20664 Fury J. Tassoni 1 VOL STIPEND DEC 2023	50.00	217 New York Avenue 3-01-25-265-095 Fire- Volunteer stipends	Budget	Aprv	37	1
			<u>50.00</u>					
Dir Dep 23-02901	01/16/24 12/20/23	23071 WILLIAMS SCOTSMAN, INC 1 Trailer Lease - December 2023	4,096.00	PO BOX 91975 3-01-26-315-025 FLEET MAINT - LEASE PAYMENTS	Budget	Aprv	3	1
23-02901	12/20/23	2 Trailer Lease - December 2023	553.30	3-01-26-315-025 FLEET MAINT - LEASE PAYMENTS	Budget	Aprv	4	1
			<u>4,649.30</u>					
Dir Dep 24-00017	01/16/24 01/08/24	32123 JAMES BAEHR 1 Lunch Reimbursement	91.09	214 DUBOIS AVE 4-01-25-240-058 POLICE-OTHER EQUIP & SUPPLIES	Budget	Aprv	16	1
			<u>91.09</u>					
Dir Dep 23-02895	01/16/24 12/19/23	35241 SURFING PIG LLC 1 NW Employee Holiday Luncheon	2,400.00	231 W 10TH AVE 3-01-20-110-036 MAYOR & COUNCIL - OFFC SUPPL	Budget	Aprv	2	1
			<u>2,400.00</u>					
Dir Dep 24-00022	01/16/24 01/08/24	39031 CAIDEN BLACHARD 1 Lunch Reimbursement	81.97	202 COUNTRY LANE 4-01-25-240-058 POLICE-OTHER EQUIP & SUPPLIES	Budget	Aprv	21	1
			<u>81.97</u>					

Direct Deposit:	<u>Count</u> 37	<u>Line Items</u> 45	<u>Amount</u> 160,186.19
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Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check
PO #	Enc Date	Item Description		Charge Account Account Type Status Seq Acct Description

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	28,438.91	0.00	0.00	28,438.91
	4-01	92,146.28	0.00	0.00	92,146.28
	C-04	39,601.00	0.00	0.00	39,601.00
Total of All Funds:		<u>160,186.19</u>	<u>0.00</u>	<u>0.00</u>	<u>160,186.19</u>

G/L Posting Summary

Account	Description	Debits	Credits
4-01-101-01-100-011	CASH-CURRENT FUND	0.00	120,585.19
4-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	74,646.28	0.00
4-01-203-20-000-000	APPROPRIATION RESERVES	28,438.91	0.00
4-01-210-55-000-000	SPECIAL DISTRICT TAXES PAYABLE	<u>17,500.00</u>	<u>0.00</u>
	Totals for Fund 4-01 :	120,585.19	120,585.19
4-04-101-01-000-000	CASH-CAPITAL FUND	0.00	39,601.00
4-04-215-55-900-000	IMPROVEMENT AUTHORIZATIONS	<u>39,601.00</u>	<u>0.00</u>
	Totals for Fund 4-04 :	39,601.00	39,601.00
	Grand Total:	<u>160,186.19</u>	<u>160,186.19</u>

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Batch Id: RB1 Batch Type: C Batch Date: 01/16/24 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					
	01/16/24	01287 ASPHALT PAVING SYSTEMS, INC		P.O. BOX 530					
23-02966	05/02/23	1 Payment Request #1	200,000.00	G-02-40-100-225	Budget	Aprv	131	1	
23-02966	05/02/23	2 Payment Request #1	204,480.20	2021 NJDOT Municipal Aid - East 5th Ave	Budget	Aprv	132	1	
24-00089	05/02/23	1 Reconstruction of 5th Ave	190,513.47	2023CMCARPA INFRASTRUCTURE GRANT 5TH AVE	Budget	Aprv	184	1	
			594,993.67	2023CMCARPA INFRASTRUCTURE GRANT 5TH AVE					
	01/16/24	01446 ADVANCED VIDEO & SOUND LLC		333 BLOSSOM CIRCLE					
23-02914	12/22/23	1 SERVICED SOUND SYSTEM & BTTOOTH	422.50	T-03-56-190-011	Budget	Aprv	18	1	
24-00053	01/09/24	1 2024 MAINTENANCE CONTRACT	1,800.00	RECREATION CENTER					
			2,222.50	4-01-28-370-065	Budget	Aprv	164	1	
				REC CTR - REC PROGRAM EQUIP & supplies					
	01/16/24	01479 AT&T MOBILITY		PO BOX 6463					
24-00092	01/10/24	1 City Cell Phones - Dec 2023	91.18	3-01-31-440-010	Budget	Aprv	187	1	
24-00093	01/10/24	1 Telephone Bill - Dec 2023	2,191.26	TELEPHONE COSTS					
			2,282.44	3-01-31-440-010	Budget	Aprv	188	1	
				TELEPHONE COSTS					
	01/16/24	01485 Revascent		PO Box 13846					
24-00016	01/08/24	1 Ambulance Billing - Dec 2023	2,855.72	3-01-20-132-099	Budget	Aprv	151	1	
			2,855.72	AMBULANCE BILLING COSTS					
	01/16/24	01993 ADP, Inc.		PO BOX 842875					
24-00078	01/09/24	1 Time and Attendance - Dec 2023	216.35	3-01-20-100-036	Budget	Aprv	181	1	
			216.35	GEN ADM - OFFICE SUPPLIES					
	01/16/24	02289 BOROUGH OF WILDWOOD CREST		ATTN: Francine Springer					
23-02912	12/22/23	1 3/4 GRADE SHARKS ENTRY FEE	125.00	T-03-56-190-011	Budget	Aprv	17	1	
			125.00	RECREATION CENTER					
	01/16/24	02324 BARBER CONSULTING SERVICES		32 CENTRAL AVENUE					
23-02917	12/27/23	1 MIS OT Services	276.25	3-01-25-240-036	Budget	Aprv	20	1	
23-02917	12/27/23	2 MIS OT Services	148.75	POLICE - OFFICE SUPPLIES	Budget	Aprv	21	1	
23-02917	12/27/23	3 MIS OT Services	1,229.74	TAX COL- OFFICE SUPPL	Budget	Aprv	22	1	
24-00002	01/05/24	1 MIS Service 2024	8,100.00	3-01-20-130-036	Budget	Aprv	146	1	
24-00002	01/05/24	2 SPAM Filter	250.00	FIN ADM - OFFICE SUPPLIES	Budget	Aprv	147	1	
				4-01-20-100-028	Budget	Aprv	147	1	
				GEN ADM - PROF/ CONSULTANT					
				4-01-20-100-028	Budget	Aprv	147	1	
				GEN ADM - PROF/ CONSULTANT					

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
24-00002	01/05/24	3 Endpoint Protection	57.52	4-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	148	1
			<u>10,062.26</u>					
24-00059	01/09/24	02719 Blaney, Donohue, Weinberg PC 1 Legal Services	2,610.00	2123 DUNE DRIVE, SUITE 11 3-01-20-155-027 LEGAL SERV-PROF SERVICES	Budget	Aprv	171	1
			<u>2,610.00</u>					
24-00090	01/10/24	03348 COMCAST 1 Internet - December 2023	395.00	PO BOX 37601 3-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	185	1
			<u>395.00</u>					
23-02967	12/29/23	03361 COMCAST 1 8499050130035690	429.78	P.O. BOX 70219 3-01-25-265-036 FIRE - OFFICE SUPPLIES	Budget	Aprv	133	1
23-02967	12/29/23	2 8499050130147107	362.42	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	134	1
23-02967	12/29/23	3 8499050130112879	209.70	3-01-25-252-036 EM MGT- OFFICE SUPPLIES	Budget	Aprv	135	1
23-02967	12/29/23	4 8499050130148675	507.24	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	136	1
23-02967	12/29/23	5 8499050130118769	176.21	3-01-28-370-036 REC CTR - OFFICE SUPPLIES	Budget	Aprv	137	1
24-00094	01/11/24	1 8499050130116193	179.41	4-01-28-370-036 REC CTR - OFFICE SUPPLIES	Budget	Aprv	189	1
24-00094	01/11/24	2 8499050120278607	369.68	4-01-26-290-036 PUB WKS - OFFICE SUPPLIES	Budget	Aprv	190	1
24-00094	01/11/24	3 8499050130074012	15.02	4-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	191	1
24-00094	01/11/24	4 8499050130005552	20.02	4-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	192	1
24-00094	01/11/24	5 8499050130148337	391.38	T-03-56-195-011 HEREFORD LIGHTHOUSE TRUST	Budget	Aprv	193	1
			<u>2,660.86</u>					
24-00096	01/11/24	03383 ATLANTIC CITY ELECTRIC 1 JAN 2023 ELECTRIC BILLS STS	19,457.69	P.O.BOX 13610 4-01-31-435-010 STREET LIGHTING COSTS	Budget	Aprv	194	1
24-00096	01/11/24	2 JAN 2023 ELECTRIC BILLS-TRAFF	1,144.48	4-01-31-436-010 TRAFFIC LIGHT COSTS	Budget	Aprv	195	1
24-00096	01/11/24	3 JAN 2023 ELECTRIC BILLS-GEN	11,111.66	4-01-31-430-010 ELECTRICITY COSTS	Budget	Aprv	196	1
			<u>31,713.83</u>					
23-02971	12/29/23	03671 Coastal Broadcasting 1 HS BASKETBALL ADS	205.40	1021 Route 47 T-03-56-190-011 RECREATION CENTER	Budget	Aprv	141	1
			<u>205.40</u>					
	01/16/24	04450 DYNAMIC FITNESS EQUIPMENT		po box 2176				

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Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description			Description				
23-02618	11/09/23	1 2 ROWING MACHINES-WEIGHT ROOM	1,900.00	T-03-56-190-011	RECREATION CENTER	Budget	Aprv	3	1
23-02618	11/09/23	2 DELIVERY, INSTALL & SERVICE	249.00	T-03-56-190-011	RECREATION CENTER	Budget	Aprv	4	1
23-02618	12/27/23	3 17 Control Board	149.00	T-03-56-190-011	RECREATION CENTER	Budget	Aprv	5	1
			<u>2,298.00</u>						
24-00088	01/16/24	05743 ENTERPRISE FM TRUST		PO BOX 800089					
01/10/24	1	Lease Payments - Jan 2024	22,153.54	4-01-26-315-025	FLEET MAINT - LEASE PAYMENTS	Budget	Aprv	183	1
			<u>22,153.54</u>						
24-00031	01/16/24	06033 CAPE MINING & RECYCLING, LLC		P.O. BOX 246					
01/08/24	1	Stumps & Tree Parts	35.00	3-01-26-290-058	PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	157	1
			<u>35.00</u>						
23-02909	01/16/24	07046 GENERAL CODE ,LLC		P.O. Box 772512					
12/22/23	1	Supplement No. 81	3,790.88	3-01-20-120-105	MUN CLK - CODIF. OF ORDS	Budget	Aprv	13	1
23-02909	12/22/23	2 Supplement No. 81	980.88	3-01-20-130-028	FIN ADM - OTHER PROF/ CONSULT	Budget	Aprv	14	1
			<u>4,771.76</u>						
23-02921	01/16/24	07074 GENTILINI FORD, INC.		555 JOHN S. PENN BOULEVARD					
12/28/23	1	Parts	87.23	3-01-26-290-027	PUB WKS MAINT CITY FLEET UNDER 1 TON	Budget	Aprv	25	1
			<u>87.23</u>						
24-00038	01/16/24	07297 GTBM INC		PO BOX 305					
01/08/24	1	E Ticket Invoice	3,164.16	3-01-25-240-029	POLICE-CONTRACTUAL SERVICES	Budget	Aprv	159	1
			<u>3,164.16</u>						
23-02922	01/16/24	07551 GE MECHANICAL INC		2316 S. MAIN RD					
12/28/23	1	Ash Ave	2,129.06	3-01-26-290-058	PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	26	1
			<u>2,129.06</u>						
23-02919	01/16/24	08013 CAPE MAY COUNTY HERALD		1508 ROUTE 47 SOUTH					
12/27/23	1	Tax Sale Advertisement	446.98	3-01-20-145-021	COLL OF TX - LEGAL ADVERTISING	Budget	Aprv	23	1
23-02965	12/29/23	1 HERALD LEGAL ADS	296.81	3-01-20-120-021	MUN CLK- LEGAL ADVERTISING	Budget	Aprv	130	1
			<u>743.79</u>						
24-00076	01/16/24	08243 RICHARD HAAS		PETTY CASH					
01/09/24	1	Petty Cash - Recreation	100.00	4-01-55-100-020	PETTY CASH	Budget	Aprv	179	1
			<u>100.00</u>						



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Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
24-00039	01/08/24	09080 INST. FOR FORENSIC PSYCHOLOGY 1 Psych Evaluations	2,100.00	5 FIR COURT 3-01-25-240-029 POLICE-CONTRACTUAL SERVICES	Budget	Aprv	160	1
24-00039	01/08/24	2 Psych Evaluations	525.00	3-01-25-240-029 POLICE-CONTRACTUAL SERVICES	Budget	Aprv	161	1
24-00057	01/09/24	1 Psych Evaluations	2,625.00	4-01-25-240-029 POLICE-CONTRACTUAL SERVICES	Budget	Aprv	169	1
			<u>5,250.00</u>					
24-00003	01/05/24	10077 JOYCEMEDIA 1 Web Hosting Package, Updates	473.70	41 PARK DRIVE 4-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	149	1
			<u>473.70</u>					
24-00080	01/10/24	10205 J. BYRNE AGENCY, INC. 1 Fire Dept Accident & Sickness	2,681.00	5200 NEW JERSEY AVENUE 4-01-23-210-093 INSURANCE-FLOOD/ ACCIDENT	Budget	Aprv	182	1
			<u>2,681.00</u>					
24-00029	01/08/24	11048 K.O. SPORTS 1 BUCKETS CLINIC SHIRTS	819.00	2001 E. MOYAMENSING AVE T-03-56-190-011 RECREATION CENTER	Budget	Aprv	154	1
24-00060	01/09/24	1 NW SHARKS GIRLS BBALL SHORTS	180.00	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	172	1
			<u>999.00</u>					
23-02969	12/29/23	11372 LANGUAGE SERVICES ASSOCIATES 1 Telephonic Charges	27.30	P.O. BOX 829752 3-01-43-490-028 MUN CT - OTHER PROF, CONSULT	Budget	Aprv	139	1
			<u>27.30</u>					
24-00052	01/09/24	12675 LOMAX CONSULTING GROUP, LLC 1 Environmental Consulting	9,312.79	P.O. Box 9 C-04-55-883-020 Ordinance 1883 - Buildings,grounds,beach	Budget	Aprv	163	1
			<u>9,312.79</u>					
24-00001	01/05/24	13289 MARSH & MCLENNAN INC 1 Insurance Broker Installment 1	8,500.00	PO BOX 405591 4-01-23-220-096 INSURANCE CONSULTANT COMMISSION	Budget	Aprv	145	1
			<u>8,500.00</u>					
24-00037	01/08/24	13294 MONMOUTH COUNTY POLICE ACADEMY 1	300.00	2000 KOZLOSKI RD 3-01-25-240-042 POLICE - EDUCATION & TRAINING	Budget	Aprv	158	1
			<u>300.00</u>					
24-00028	01/08/24	13462 MODERN GROUP LTD 1 Transfer Switch City Hall	1,449.75	2501 DURHAM RD 3-01-26-310-021 BLDGS & GRNDS - CONTR SVCS	Budget	Aprv	153	1
			<u>1,449.75</u>					
	01/16/24	13996 VINCENT J. MORRISON		125 52ND STREET				

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Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
23-02968	12/29/23	1 Conflict Judge	370.00	3-01-43-490-028 MUN CT - OTHER PROF, CONSULT	Budget	Aprv	138	1
			<u>370.00</u>					
24-00073	01/16/24 01/09/24	140078 NH DEPARTMENT OF SAFETY 1 NHDMV driverslic record: MOORE	15.00	DIVISION OF MOTOR VEHICLES 4-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	175	1
			<u>15.00</u>					
24-00054	01/16/24 01/09/24	14289 NJ DEPT OF COMM. AFFAIRS 1 4th Quarter fees	5,472.00	DIV. OF CODES & STANDARDS T-03-56-150-011 UCC-THIRD PARTY	Budget	Aprv	165	1
			<u>5,472.00</u>					
23-02896	01/16/24 12/19/23	14306 GEN DIGITAL, INC. 1 Lifelock Monthly Subscription	76.33	60 E RIO SALADO PKWY 3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	8	1
			<u>76.33</u>					
24-00013	01/16/24 01/05/24	14309 NEW HORIZON COMMUNICATIONS 1 Phone Usage - Jan 2024	2,835.39	P.O. BOX 981073 3-01-31-440-010 TELEPHONE COSTS	Budget	Aprv	150	1
			<u>2,835.39</u>					
23-02910	01/16/24 12/22/23	18001 R&R SPECIALTIES 1 House Decorating Awards 2023	885.00	126 HOLLY DR 3-01-31-420-021 CEL OF PE - ADVERTISING	Budget	Aprv	15	1
			<u>885.00</u>					
23-02898	01/16/24 12/19/23	19026 SNAP-ON INDUSTRIAL 1 Torq WR	555.91	21755 NETWORK PLACE 3-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	10	1
			<u>555.91</u>					
23-02425	01/16/24 10/19/23	19059 SEASHORE SIGN 1 Exterior Signage	5,600.00	20-B S MAIN STREET 3-01-25-265-024 FIRE - MAINT & REPAIRS	Budget	Aprv	2	1
			<u>5,600.00</u>					
23-02763	01/16/24 12/06/23	19168 STATE OF NEW JERSEY 1 Boiler Inspection Fee	220.00	DEPT OF LABOR & WORKFORCE DEV 3-01-26-310-064 BLDGS & GR EDUCATION/TRAINING/PROF DUES	Budget	Aprv	6	1
			<u>220.00</u>					
24-00098	01/16/24 01/11/24	19216 SOUTH JERSEY GAS CO 1 2951140000	1,506.71	P.O. BOX 6091 4-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	202	1
24-00098	01/11/24	2 3478040000	40.69	4-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	203	1
24-00098	01/11/24	3 7283140000	352.69	4-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	204	1
24-00098	01/11/24	4 937904000	811.26	4-01-31-446-010 NATURAL GAS COSTS	Budget	Aprv	205	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
24-00098	01/11/24	5 4630140000	564.60	NATURAL GAS COSTS 4-01-31-446-010	Budget	Aprv	206	1
24-00098	01/11/24	6 43380400000	1,071.01	NATURAL GAS COSTS 4-01-31-446-010	Budget	Aprv	207	1
24-00098	01/11/24	7 1920140000	355.48	NATURAL GAS COSTS 4-01-31-446-010	Budget	Aprv	208	1
24-00098	01/11/24	8 2118040000	874.45	NATURAL GAS COSTS 4-01-31-446-010	Budget	Aprv	209	1
24-00098	01/11/24	9 1340140000	1,442.76	NATURAL GAS COSTS 4-01-31-446-010	Budget	Aprv	210	1
24-00098	01/11/24	10 4139040000	1,439.90	NATURAL GAS COSTS 4-01-31-446-010	Budget	Aprv	211	1
24-00098	01/11/24	11 3899040000	487.34	NATURAL GAS COSTS 4-01-31-446-010	Budget	Aprv	212	1
			<u>8,946.89</u>	NATURAL GAS COSTS				
24-00058	01/09/24	19335 STATE TOXICOLOGY LABORATORY 1 Random Tests	90.00	DIVISION OF CRIMINAL JUSTICE 4-01-25-240-029 POLICE-CONTRACTUAL SERVICES	Budget	Aprv	170	1
			<u>90.00</u>					
24-00074	01/09/24	19340 CHIEF JOHN STEVENSON 1 Petty Cash - Police	300.00	PETTY CASH 4-01-55-100-020	Budget	Aprv	176	1
24-00074	01/09/24	2 Petty Cash - Police	500.00	PETTY CASH 4-01-55-100-020 PETTY CASH	Budget	Aprv	177	1
			<u>800.00</u>					
24-00075	01/09/24	19379 DOUG NORDBERG 1 Petty Cash - Public Works	200.00	PETTY CASH 4-01-55-100-020 PETTY CASH	Budget	Aprv	178	1
			<u>200.00</u>					
23-01363	06/23/23	19765 SMITH & WESSON CORP 1	1,200.00	2100 ROOSEVELT AVE 3-01-25-240-030 POLICE-AMMO & WEAPONS	Budget	Aprv	1	1
			<u>1,200.00</u>					
24-00056	01/09/24	19888 SMC Life Support Training Ctr 1 Completion Card	24.00	100 Medical Center Way 4-01-25-240-029 POLICE-CONTRACTUAL SERVICES	Budget	Aprv	168	1
			<u>24.00</u>					
23-02972	12/29/23	20101 TRIAD ASSOCIATES 1 North Wildwood Grant Consultan	100.00	1301 WEST FOREST GROVE ROAD 3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	142	1
23-02972	12/29/23	2 USED A Implementation-Boardwalk	855.00	3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	143	1
23-02972	12/29/23	3 ADA Ramp 22nd and Boardwalk	1,000.00	3-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	144	1
24-00030	01/08/24	1 North Wildwood Open Space App	4,500.00	4-01-20-100-028 GEN ADM - PROF/ CONSULTANT	Budget	Aprv	155	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
24-00030	01/08/24	2 NJDCA Boardwalk Preservation	5,750.00	GEN ADM - PROF/ CONSULTANT 4-01-20-100-028	Budget	Aprv	156	1
24-00040	01/08/24	1 DCA Boardwalk Preservation Gnt	5,750.00	GEN ADM - PROF/ CONSULTANT 4-01-20-100-028	Budget	Aprv	162	1
			17,955.00	GEN ADM - PROF/ CONSULTANT				
24-00061	01/09/24	1 Marriage Licenses - 2023	100.00	DEPT OF CHILDREN AND FAMILIES 4-01-55-100-012	Budget	Aprv	173	1
24-00061	01/09/24	2 Marriage Licenses - 2023	200.00	MARRIAGE LICENSES-STATE FEE 4-01-55-100-012	Budget	Aprv	174	1
			300.00	MARRIAGE LICENSES-STATE FEE				
24-00097	01/11/24	1 428648 TAYLOR OIL COMPANY	3,469.56	P.O. BOX 974 4-01-31-460-010	Budget	Aprv	197	1
24-00097	01/11/24	2 409304	2,226.82	GASOLINE COSTS 4-01-31-460-010	Budget	Aprv	198	1
24-00097	01/11/24	3 408911	3,055.15	GASOLINE COSTS 4-01-31-460-010	Budget	Aprv	199	1
24-00097	01/11/24	4 408960	2,383.25	GASOLINE COSTS 4-01-31-460-010	Budget	Aprv	200	1
24-00097	01/11/24	5 445240	2,625.91	GASOLINE COSTS 4-01-31-460-010	Budget	Aprv	201	1
			13,760.69	GASOLINE COSTS				
24-00055	01/09/24	1 December Electric Fees	4,155.00	735 SHUNPIKE ROAD T-03-56-150-011	Budget	Aprv	166	1
24-00055	01/09/24	2 December Plumbing Fees	3,796.00	UCC-THIRD PARTY T-03-56-150-011	Budget	Aprv	167	1
			7,951.00	UCC-THIRD PARTY				
23-02886	12/14/23	1 2024 Annual Membership Fee	7,828.40	PO Box 736510 3-01-25-265-036	Budget	Aprv	7	1
			7,828.40	FIRE - OFFICE SUPPLIES				
23-02911	12/22/23	1 Water Bottles	73.92	1985 Swarthmore Ave 3-01-20-100-036	Budget	Aprv	16	1
			73.92	GEN ADM - OFFICE SUPPLIES				
24-00091	01/10/24	1 City Cell Phones - Dec 2023	686.20	P.O. BOX 408 3-01-31-440-010	Budget	Aprv	186	1
			686.20	TELEPHONE COSTS				
23-02920	12/27/23	1 Emergency 911 - Dec 2023	7.18	P.O. BOX 16801 3-01-25-252-036	Budget	Aprv	24	1
				EM MGT- OFFICE SUPPLIES				

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CITY OF NORTH WILDWOOD  
Check Payment Batch Verification Listing

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Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
			7.18					
24-00026	01/16/24 01/08/24	23002 WESTERN PEST CONTROL 1 December Pest servicing	368.50	1131 ROUTE 9 SOUTH 3-01-26-310-021 BLDGS & GRNDS - CONTR SVCS	Budget	Aprv	152	1
			368.50					
23-02970	01/16/24 12/29/23	23258 WILDWOOD LINEN SUPPLY 1 TOWEL SERVICE	66.94	6012 NEW JERSEY AVENUE 3-01-28-370-035 REC CTR - JANITORIAL SUPPLIES	Budget	Aprv	140	1
			66.94					
23-02908	01/16/24 12/22/23	23588 Worldwide Express 1 Plaque, Delivery, Pickup, Serv	492.37	PO BOX 21272 C-04-55-852-010 ORD 1852 - STREETS,ROADS, & BULKHEADS	Budget	Aprv	12	1
			492.37					
23-02916	01/16/24 12/27/23	24005 XEROX CORPORATION 1 City Copier Lease - Dec 2023	1,505.21	P.O. Box 827598 3-01-25-240-026 POLICE - MAINT OF OTHER EQUIP	Budget	Aprv	19	1
			1,505.21					
23-02897	01/16/24 12/19/23	24631 VOIGHT SMITH INNOVATION LLC 1 Honda Electric Start	1,521.00	23371 610th Ave 3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	9	1
			1,521.00					
23-02900	01/16/24 12/19/23	30155 Wynnfield Development, LLC 1 Refund of Escrow Balance	6,744.60	8800 Seaview Avenue Z-19-11-1 428 E 22nd Ave	Project	Aprv	11	1
			6,744.60					
24-00077	01/16/24 01/09/24	TODDB005 todd burkey- petty cash 1 Petty Cash - City Hall	100.00	petty cash 4-01-55-100-020 PETTY CASH	Budget	Aprv	180	1
			100.00					
23-02924	01/16/24 12/07/23	02188 BANK OF AMERICA 1 19537 DRYSUIT LUDMAN, BOARD SH	1,551.30	P.O. BOX 15731 3-01-25-265-056 FIRE - FIRE & SAFETY EQUIPMENT	Budget	Aprv	27	1
23-02924	12/07/23	2 19537 ATTACK GLOVES	144.55	3-01-25-265-056 FIRE - FIRE & SAFETY EQUIPMENT	Budget	Aprv	28	1
23-02925	11/30/23	1 12756 Annual Service/Repairs	215.38	3-01-25-265-024 FIRE - MAINT & REPAIRS	Budget	Aprv	29	1
23-02926	12/03/23	1 AMZN Mktp US BY3FV5CJ3 - Purch	13.84	3-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	30	1
23-02926	12/03/23	2 AMZN Mktp US 1E1F61L13 - Purch	294.93	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	31	1
23-02926	12/04/23	3 Interchange Qualifier	0.00	3-01-43-490-036 MUN CT - OFFICE SUPPLIES	Budget	Aprv	32	1
23-02926	12/04/23	4 Line Item Summary	22.58	3-01-43-490-036 MUN CT - OFFICE SUPPLIES	Budget	Aprv	33	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
23-02926	12/04/23	5 USB to Ethernet Adapter, u PCE	22.58	3-01-43-490-036 MUN CT - OFFICE SUPPLIES	Budget	Aprv	34	1
23-02926	12/04/23	6 AMZN Mktp US QX6SV82V3 - Purch	22.58	3-01-43-490-036 MUN CT - OFFICE SUPPLIES	Budget	Aprv	35	1
23-02926	12/05/23	7 8232216 - Bearing	48.60	3-01-26-290-027 PUB WKS MAINT CITY FLEET UNDER 1 TON	Budget	Aprv	36	1
23-02926	12/05/23	8 113-53446795202 - Auger Adapte	47.98	3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	37	1
23-02926	12/05/23	9 9524202 - Drive Shaft	54.70	3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	38	1
23-02926	12/08/23	10 Auger Adapter	54.70	3-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	39	1
23-02926	12/08/23	11 Auger Adapter	47.98	3-01-26-290-040 PUB WKS GEN HARDWARE & MINOR TOOLS-FLEET	Budget	Aprv	40	1
23-02926	12/12/23	12 Amazon.com Q834M6N73 - Purchas	74.00	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	41	1
23-02926	12/13/23	13 Binders	28.43	3-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	42	1
23-02926	12/13/23	14 Water Bottles	36.18	3-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	43	1
23-02926	12/14/23	15 Backup Battery	186.98	3-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	44	1
23-02926	12/16/23	16 Amazon.com - Credit	12.06	3-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	45	1
23-02926	12/16/23	17 Battery Replacement - Upstairs	87.99	3-01-20-130-036 FIN ADM - OFFICE SUPPLIES	Budget	Aprv	46	1
23-02926	12/19/23	18 112-8213479-9497056 DRAIN STOP	18.47	3-01-28-370-058 REC CTR-OTHER EQUIP & SUPPLIES	Budget	Aprv	47	1
23-02926	12/21/23	19 AMZN Mktp US D42035QF3 - Purch	25.94	3-01-21-185-036 PLANNING & ZONING- OFFICE SUPPLIES	Budget	Aprv	48	1
23-02926	12/21/23	20 111-8628794-3425034 BAND AIDS	15.95	3-01-28-370-058 REC CTR-OTHER EQUIP & SUPPLIES	Budget	Aprv	49	1
23-02926	12/04/23	21 111-2049511-7628256 TABLE COVE	38.29	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	50	1
23-02926	12/04/23	22 114-3193429-0897819 PRIZES FOR	43.44	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	51	1
23-02926	12/04/23	23 114-3193429-0897819 PRIZES FOR	137.18	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	52	1
23-02926	12/06/23	24 114-6887959-0613857 CUE TIPS F	7.73	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	53	1
23-02926	12/06/23	25 114-6887959-0613857 CRAFTS FOR	46.29	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	54	1
23-02926	12/07/23	26 114-8945762-9920263 BACKDROP F	45.61	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	55	1
23-02964	12/05/23	1 Various Purchases	551.00	C-04-55-905-030 ORD. 1905 - BUILDINGS, BEACHES, GROUNDS	Budget	Aprv	129	1
23-02927	12/01/23	1 Boyle	25.00	3-01-26-290-042 PUB WKS-EDUCATION & TRAINING	Budget	Aprv	56	1
23-02927	12/01/23	2 Pluta	25.00	3-01-26-290-042 PUB WKS-EDUCATION & TRAINING	Budget	Aprv	57	1
23-02927	12/01/23	3 Reynolds	25.00	3-01-26-290-042 PUB WKS-EDUCATION & TRAINING	Budget	Aprv	58	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
23-02927	12/01/23	4 McKinney	25.00	3-01-26-290-042 PUB WKS-EDUCATION & TRAINING	Budget	Aprv	59	1
23-02927	12/04/23	5 NJS CSC - Civil Service Promot	25.00	3-01-26-310-062 BUILDINGS & GROUNDS CHEM/FERTILIZERS	Budget	Aprv	60	1
23-02927	12/04/23	6 NJS CSC - Civil Service Promot	25.00	3-01-26-310-062 BUILDINGS & GROUNDS CHEM/FERTILIZERS	Budget	Aprv	61	1
23-02927	12/04/23	7 NJS CSC -Civil Service Fee Lab	25.00	3-01-26-310-062 BUILDINGS & GROUNDS CHEM/FERTILIZERS	Budget	Aprv	62	1
23-02927	12/05/23	8 NJS CSC Civil service Promot	25.00	3-01-26-310-064 BLDGS & GR EDUCATION/TRAINING/PROF DUES	Budget	Aprv	63	1
23-02927	12/06/23	9 NJS CSC - Civil Service Promot	25.00	3-01-26-310-064 BLDGS & GR EDUCATION/TRAINING/PROF DUES	Budget	Aprv	64	1
23-02927	12/06/23	10 NJS CSC - Purchase	25.00	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	65	1
23-02928	12/13/23	1 C2721883 CHRISTMAS CARDS	213.99	3-01-25-265-036 FIRE - OFFICE SUPPLIES	Budget	Aprv	66	1
23-02929	12/12/23	1 00870739801 BAGS	23.99	3-01-25-265-036 FIRE - OFFICE SUPPLIES	Budget	Aprv	67	1
23-02929	11/30/23	2 BALLOONS AND TABLECOVERS FOR K	42.50	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	68	1
23-02929	12/06/23	3 BASKETS FOR PRIZES FOR NW KIDS	20.00	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	69	1
23-02930	12/04/23	1 INV 160245 DECEMBER FEE EMSCHA	403.57	3-01-25-265-036 FIRE - OFFICE SUPPLIES	Budget	Aprv	70	1
23-02931	11/29/23	1 Description Here	157.20	3-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	71	1
23-02931	12/04/23	2 Description Here Home Depart R	104.94	3-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	72	1
23-02931	12/05/23	3 MAINTENANCE ITEMS	33.77	3-01-28-370-058 REC CTR-OTHER EQUIP & SUPPLIES	Budget	Aprv	73	1
23-02931	12/08/23	4 THE HOME DEPOT #0943 - Supplie	4.97	3-01-26-310-058 Buildings&Grounds Other Equip/Supplies	Budget	Aprv	74	1
23-02931	11/29/23	5 CHRISTMAS DECORATIONS FOR OUTS	358.94	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	75	1
23-02932	12/20/23	1 103794 SANITIZER FOR SENIOR CE	66.31	3-01-28-370-035 REC CTR - JANITORIAL SUPPLIES	Budget	Aprv	76	1
23-02933	12/08/23	1 ENTERTAINMENT FOR NW KIDS CHRI	400.00	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	77	1
23-02934	11/30/23	1 BUCKETS & GIFT CARD FOR KIDS C	37.45	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	78	1
23-02934	12/05/23	2 BUCKETS FOR PRIZES AND GIFT CA	49.95	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	79	1
23-02935	12/05/23	1 HOCKEY TROPHY	72.00	T-03-56-190-011 RECREATION CENTER	Budget	Aprv	80	1
23-02936	12/21/23	1 Description Here	30.00	3-01-25-240-042 POLICE - EDUCATION & TRAINING	Budget	Aprv	81	1
23-02937	11/30/23	1 NJ EZPASS - Purchase	114.21	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	82	1
23-02937	12/02/23	2 EZ Pass	200.00	3-01-26-290-058 PUB WKS - OTHER EQUIP & SUPPL	Budget	Aprv	83	1
23-02937	12/05/23	3 NJ EZPASS - Purchase	100.00	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	84	1

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23-02938	12/18/23	1 CD11476160 ANNUAL PUMP & AERIA	3,426.00	3-01-25-265-025 FIRE - MAINTENANCE OF VEHICLES	Budget	Aprv	85	1
23-02939	12/06/23	1 31959 SHIRTS FOR NW KIDS CHRIS	184.50	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	86	1
23-02940	12/14/23	1 00053657 WATER FILTER -ICE MAC	160.00	3-01-25-265-024 FIRE - MAINT & REPAIRS	Budget	Aprv	87	1
23-02940	12/14/23	2 00053643 JANITORIAL ITEMS	214.73	3-01-28-370-035 REC CTR - JANITORIAL SUPPLIES	Budget	Aprv	88	1
23-02941	12/11/23	1 Flowers for Caviler Service	203.47	3-01-20-100-036 GEN ADM - OFFICE SUPPLIES	Budget	Aprv	89	1
23-02942	12/14/23	1 462910 462452 463022 MISC MEDI	949.08	3-01-25-265-094 FIRE - MEDICAL SUPPLIES	Budget	Aprv	90	1
23-02942	12/20/23	2 463781 MISC MEDICAL SUPPLIES	400.55	3-01-25-265-094 FIRE - MEDICAL SUPPLIES	Budget	Aprv	91	1
23-02943	12/06/23	1 RUTGERS UNIVERSITY - Purchase	1,700.00	3-01-20-150-042 ASMT OF TAX-EDU AND TRAINING	Budget	Aprv	92	1
23-02944	12/15/23	1 BLOW UP SLIDE FOR NW KIDS CHRI	396.13	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	93	1
23-02945	12/04/23	1 SNAPPFISH US - Purchase	165.18	3-01-20-110-036 MAYOR & COUNCIL - OFFC SUPPL	Budget	Aprv	94	1
23-02946	12/01/23	1 1726656 OXYGEN CYLINDER RENT D	45.00	3-01-25-265-094 FIRE - MEDICAL SUPPLIES	Budget	Aprv	95	1
23-02947	12/02/23	1 9204588221 REPAIR STAIR PRO	812.00	3-01-25-265-026 FIRE - EQUIPMENT MAINT	Budget	Aprv	96	1
23-02948	12/14/23	1 7621565030 LAMINATOR & OTHER	217.01	3-01-28-370-036 REC CTR - OFFICE SUPPLIES	Budget	Aprv	97	1
23-02949	12/06/23	1 SEC OF STATE ESERVICES - Purch	15.26	3-01-25-240-036 POLICE - OFFICE SUPPLIES	Budget	Aprv	98	1
23-02950	12/13/23	1 PIZZA FOR NW KIDS CHRISTMAS PA	206.00	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	99	1
23-02951	11/30/23	1 13-9777 Uniforms for Deputy Ch	333.98	3-01-25-265-032 FIRE - CLOTHING & UNIFORMS	Budget	Aprv	100	1
23-02951	12/07/23	2 13-9906 UNIFORM ALTERATIONS -	810.00	3-01-25-265-032 FIRE - CLOTHING & UNIFORMS	Budget	Aprv	101	1
23-02951	12/07/23	3 13-9907 SPORT TEK PULLOVERS	400.00	3-01-25-265-032 FIRE - CLOTHING & UNIFORMS	Budget	Aprv	102	1
23-02952	12/22/23	1 THE UPS STORE 5410 - Purchase	62.48	3-01-25-240-022 POLICE - POSTAGE	Budget	Aprv	103	1
23-02953	12/06/23	1 PRETZELS FOR NW KIDS CHRISTMAS	82.00	T-03-56-200-011 TOURIST DEVELOPMENT COMMISSION	Budget	Aprv	104	1
23-02954	12/01/23	1 c	51.99	3-01-26-290-027 PUB WKS MAINT CITY FLEET UNDER 1 TON	Budget	Aprv	105	1
23-02955	12/22/23	1 Amb. 2 manifold & A Service	2,349.62	3-01-25-265-025 FIRE - MAINTENANCE OF VEHICLES	Budget	Aprv	106	1
23-02956	12/07/23	1 355587 - Heater Core	52.37	3-01-26-290-026 PUB WKS-MAINT OF EQUIPT OVER 1 TON	Budget	Aprv	107	1
23-02956	12/07/23	2 355576 - GLBLKAero	32.04	3-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	108	1
23-02956	12/07/23	3 oil Flter	5.33	3-01-26-290-027 PUB WKS MAINT CITY FLEET UNDER 1 TON	Budget	Aprv	109	1
23-02956	12/11/23	4 355737 - Air Flow	79.06	3-01-26-290-025 PUB WKS-MAINT OF VEHICLES UNDER 1 TON	Budget	Aprv	110	1



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Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item Description			Description				
23-02956	12/14/23	5 355934 - Sway Bar Link	67.12	3-01-26-290-025	Budget	Aprv	111	1	
23-02957	12/21/23	1 2000116-47889406 WATER BOTTLES	58.00	3-01-28-370-036	Budget	Aprv	112	1	
23-02957	11/30/23	2 2000116-25011212 PRIZES FOR KI	60.98	T-03-56-200-011	Budget	Aprv	113	1	
23-02957	11/30/23	3 2000116-25011212 PRIZES FOR KI	319.83	T-03-56-200-011	Budget	Aprv	114	1	
23-02957	12/01/23	4 2000115-9425011 ASSORTED CRAFT	207.10	T-03-56-200-011	Budget	Aprv	115	1	
23-02957	12/05/23	5 PRIZES FOR NW KIDS CHRISTMAS P	869.65	T-03-56-200-011	Budget	Aprv	116	1	
23-02957	12/05/23	6 BIKES FOR NW KIDS CHRISTMAS PA	982.00	T-03-56-190-011	Budget	Aprv	117	1	
23-02957	12/06/23	7 CANDY FOR NW KIDS CHRISTMAS PA	84.01	T-03-56-190-011	Budget	Aprv	118	1	
23-02958	11/30/23	1 Water Jugs	8.94	3-01-20-100-036	Budget	Aprv	119	1	
23-02958	11/30/23	2 Description Here	354.87	3-01-20-150-036	Budget	Aprv	120	1	
23-02958	12/02/23	3 Description Here	55.94	3-01-25-267-025	Budget	Aprv	121	1	
23-02958	12/04/23	4 Description Here	55.94	3-01-25-267-025	Budget	Aprv	122	1	
23-02959	12/01/23	1 WAWA INC ONLINE - Purchase	2,401.31	3-01-20-110-036	Budget	Aprv	123	1	
23-02959	12/29/23	2 WAWA INC ONLINE - Purchase	6.56	3-01-20-100-036	Budget	Aprv	124	1	
23-02960	12/07/23	1 1091 MOBILE RADIO -CHIEF, LADD	3,500.00	3-01-25-265-056	Budget	Aprv	125	1	
23-02961	12/19/23	1 Zoom Monthly Subscription	31.98	3-01-20-100-036	Budget	Aprv	126	1	
23-02962	12/08/23	1 WB9987919461 - Ball Valve & Pe	439.49	3-01-26-290-052	Budget	Aprv	127	1	
23-02963	11/29/23	1 192223432070588 CREDIT RETURN	16.00	3-01-25-265-056	Budget	Aprv	128	1	
			29,031.49						

checks:	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
	61	212	830,502.13

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	76,576.54	0.00	0.00	76,576.54
	4-01	119,275.30	0.00	0.00	119,275.30
	C-04	10,356.16	0.00	0.00	10,356.16
	G-02	594,993.67	0.00	0.00	594,993.67
	T-03	22,555.86	0.00	0.00	22,555.86
Total of All Funds:		823,757.53	0.00	0.00	823,757.53

Project Description	Project No.	Project Total
428 E 22nd Ave	Z-19-11-1	6,744.60
Total Of All Projects:		<u>6,744.60</u>

G/L Posting Summary

Account	Description	Debits	Credits
4-01-101-01-100-011	CASH-CURRENT FUND	211.52	196,063.36
4-01-103-01-100-015	PETTY CASH	1,200.00	0.00
4-01-201-20-000-000	CURRENT YEAR APPROPRIATIONS	117,775.30	0.00
4-01-203-20-000-000	APPROPRIATION RESERVES	76,788.06	211.52
4-01-219-55-101-001	DUE STATE - MARRIAGE LICENSES	300.00	0.00
	Totals for Fund 4-01 :	<u>196,274.88</u>	<u>196,274.88</u>
4-02-101-01-000-000	DUE FROM CURRENT	0.00	594,993.67
4-02-213-40-700-225	2021 NJDOT Municipal Aid - East 5th Ave	200,000.00	0.00
4-02-213-40-700-243	2023CMCARPA INFRASTRUCTURE GRANT 5TH AVE	<u>394,993.67</u>	<u>0.00</u>
	Totals for Fund 4-02 :	<u>594,993.67</u>	<u>594,993.67</u>
4-03-101-01-000-009	CASH - UCC -THIRD PARTY	0.00	13,423.00
4-03-101-01-000-012	CASH-DEVELOPER DEPOSITS	0.00	6,744.60
4-03-101-01-000-024	CASH - RECREATION CTR TRUST FD	0.00	5,954.58
4-03-101-01-000-026	CASH - HEREFORD LIGHTHOUSE FD	0.00	391.38
4-03-101-01-000-028	CASH - TOURIST DEV COMMISSION	0.00	2,786.90
4-03-286-56-854-802	RES FOR UCC - THIRD PARTY	13,423.00	0.00
4-03-286-56-856-801	RESERVE FOR DEVELOPERS DEPOSIT	6,744.60	0.00
4-03-286-56-862-801	RESERVE FOR RECREATION CTR	5,954.58	0.00
4-03-286-56-863-801	RESERVE FOR HEREFORD LIGHTHSE	391.38	0.00
4-03-286-56-864-801	RESERVE FOR TOURIST DEVLPMT	<u>2,786.90</u>	<u>0.00</u>
	Totals for Fund 4-03 :	<u>29,300.46</u>	<u>29,300.46</u>
4-04-101-01-000-000	CASH-CAPITAL FUND	0.00	10,356.16
4-04-215-55-900-000	IMPROVEMENT AUTHORIZATIONS	<u>10,356.16</u>	<u>0.00</u>
	Totals for Fund 4-04 :	<u>10,356.16</u>	<u>10,356.16</u>
	Grand Total:	<u>830,925.17</u>	<u>830,925.17</u>

January 12, 2024  
08:48 AM

CITY OF NORTH WILDWOOD  
Check Register By Check Id

Page No: 1

Range of Checking Accts: CREST to CREST Range of Check Ids: 55514 to 55514  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #		Item Description				Contract	Ref Seq Acct
55514	01/12/24	14286 NJ STATE HEALTH BENEFITS PRGRM					3488
24-00099	1	HEALTH PREM- ACTIVE EMPLOYEES	221,334.36	4-01-23-220-092	Budget		12 1
				HEALTH INSURANCE PREMIUMS			
24-00099	2	HEALTH PREM- RETIRED EMPLOYEES	35,646.97	4-01-23-220-092	Budget		13 1
				HEALTH INSURANCE PREMIUMS			
24-00099	3	disabled	3,168.76	4-01-23-220-092	Budget		14 1
				HEALTH INSURANCE PREMIUMS			
			260,150.09				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	260,150.09	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	260,150.09	0.00