

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
April 1, 2019 - 7:00 P.M.

Meeting called to order

Opening Announcement
Pledge of Allegiance & Moment of Silence
Roll Call & Determination of Quorum

Work Session

Proclamation - 2019 UDrive. UText. UPay.
Proclamation - Autism Awareness Month – Jacyn Pisieczko
Swearing In of New Officer - Austin Craig
Proclamation - Retirement of Cpl Shaun Whittington
Presentation – Potential Fulling Mill Rehabilitation Zone Project – K2 Consulting Engineers Inc

Consent Agenda

Approval of Minutes March 18, 2019
Res. #2019-128 Payment of Vouchers \$953,656.46
Res. #2019-129 Capital Budget Amendment
Res. #2019-130 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the Year 2019 (A&T Ice)
Res. #2019-131 Authorization to Cancel Uncashed Checks (Municipal Court)
Res. #2019-132 Authorization for the Payout of Accumulated Compensatory Time (A. Hegarty, \$2,446.03)
Res. #2019-133 Approval of Change Order #1 to Engineering Design Associates, PA for Schellengers Landing Safety Improvements & Identification Program – Extending the New Sidewalk (\$2,000.00)
Res. #2019-134 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Distracted Driving Crackdown \$5,500.)
Res. #2019-135 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (JIF Optional Safety Award \$2,000.)
Res. #2019-136 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (JIF Cyber Risk Award \$725.)
Res. #2019-137 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (JIF Safety Incentive Award \$2,750.)
Res. #2019-138 Issuance of 2019 Limousine and Operator Licenses (Cape May Limousine)
Res. #2019-139 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (JIF Wellness Incentive Award (\$1,000.)
Res. #2019-140 Issuance of Ice Cream Peddling and Ice Cream Salesman License for the Year 2019 (Mister Softee)
Res. #2019-141 Approval of Change Order #1 for Additional Work under Task 3 for Professional Engineering Services for the Beach Access Improvement Project
Res. #2019-142 Approval of Change Order #1 for KC Sign & Awnings to Add a Decorative Stone Base to Double Sided LED Township Sign (\$4,195.)
Res. #2019-143 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (NJDOT Municipal Aid \$160,000.)

Ordinance #2019-06 Bond Ordinance Providing for Various 2019 Capital Improvements By and In the Township of Lower, in the County of Cape May, State of New Jersey (the Township) Appropriating \$1,705,000.00 Therefore and Authorizing the Issuance of \$1,520,000.00 Bonds or Notes of the Township to Finance Part of the Costs Thereof – This is the 1st reading of this Ordinance. The 2nd reading and public hearing is scheduled for April 15, 2019.

Regular Agenda

Ordinance #2019-05 Bond Ordinance Providing For Various Roadway and Drainage Improvements, By and In the Township of Lower, in the County of Cape May, State of New Jersey (The Township); Appropriating \$650,000 Therefore and Authorizing the Issuance of \$615,000 Bonds or Notes of the Township to Finance Part of the Costs Thereof – This is the 2nd reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

Res. #2019-144 Approval of a Shared Service Agreement Between the Township of Lower and the Lower Cape May Regional School District to Permit the Lower Cape May Regional School District to Oversee and Manage the Township of Lower Recreation Department's Seventh and Eighth Grade Recreation Department Football Team

Manager's Report

Administrative Reports

Personnel Action Report
Treasurer's Report

Council Comments

Call to the Public

Adjournment

COUNCIL MEETING MINUTES – March 18, 2019

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on March 18, 2019 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

The Clerk announced that the meeting was being held in compliance with the Open Public Meetings Act and that adequate notice of the meeting had been provided according to law.

The following members of Council were present for roll call taken by the Clerk:

Councilmember David Perry
 Councilmember Roland Roy, Jr.
 Deputy Mayor Frank Sippel
 Mayor Erik Simonsen

Also present: James Ridgway, Township Manager, David Stefankiewicz, Township Solicitor and Karen Fournier, Deputy Township Clerk

Work Session

2019 Budget Hearing – Manager Jim Ridgway, CFO Lauren Read, Auditor Leon Costello
 Leon Costello, Municipal Auditor, explained the Budget process and gave a summary of the Introduced Budget that contains a 9/10 of a cent increase in the tax rate and falls well below the legal spending caps.
 Mayor Simonsen opened the Budget up for public comment. There were no comments from the public.

Res. #2019-116 Adoption of 2019 Budget

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						X
PERRY	X		X			
ROY		X	X			
SIPPEL			X			
SIMONSEN			X			

Mayor Simonsen thanked Auditor Leon Costello and CFO Lauren Read for their work on the Budget.
 Deputy Mayor Sippel added his compliments and thanked them both for a great job.
 Councilmember Roy echoed the above compliments.

Economic Re-Development Zone Presentation – Louis Joyce, Executive Director, South Jersey Economic Development District

Louis Joyce addressed Council, on behalf of the County's Redevelopment Plan, to present a proposed expansion of the Redevelopment Zone at the Cape May County Airport.

Manager Ridgway thanked Mr. Joyce for his presentation and informed Council of his intention with regard to the proposed plan.

Consent Agenda

NJ State Firemen's Association Membership Application – L. Matteo, Erma Vol. Fire Co.

Approval of Minutes March 4, 2019

Res. #2019-117 Payment of Vouchers \$ 883,195.32

Res. #2019-118 Resolution for Self-Examination of Budget (annual)

Res. #2019-119 A Resolution Authorizing the Seventh Annual Escape the Cape Triathlon Scheduled for June 1st & 2nd, 2019

Res. #2019-120 A Resolution Approving a Three Year Extension to the Management Agreement By and Between the Township of Lower and Friends of Fishing Creek School, Inc.

Res. #2019-121 Renewal of 2019 Campground Licenses (annual)

Res. #2019-122 Recycling Tonnage Grant Certification of Taxes Paid (\$33,222.81)

Res. #2019-123 Recycling Tonnage Grant Resolution (annual requirement)

Res. #2019-124 A Resolution Requesting Release of Revegetation and Restoration Guarantee for Dune Site Plan; Block 35, Lots 1.01 & 1.02, Escrow #P13-02-02

- Res. #2019-125 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on GovDeals Online Auction Website
- Res. #2019-126 Authorization for Refund of Taxes (2 properties \$2679.40)
- Res. #2019-127 A Resolution of Endorsement of the County-Wide Water Quality Management Plan; Lower Township (requested by the County)
- Ordinance #2019-05 Bond Ordinance Providing For Various Roadway and Drainage Improvements, By and In the Township of Lower, in the County of Cape May, State of New Jersey (The Township); Appropriating \$650,000 Therefore and Authorizing the Issuance of \$615,000 Bonds or Notes of the Township to Finance Part of the Costs Thereof

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						X
PERRY			X			
ROY		X	X			
SIPPEL	X		X			
SIMONSEN			X			

Regular Agenda

Ordinance #2019-03 An Ordinance Amending Chapter 3-22 (D) of the Code of the Township of Lower, Providing that Township Residency will be a Preferential Consideration, But It Will Not Be Solely Determinative For Appointment of Non-Police Department Applicants – This is the second reading and public hearing of this ordinance. This ordinance has been published, posted, and made available to the public.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						X
PERRY		X	X			
ROY	X		X			
SIPPEL			X			
SIMONSEN			X			

Ordinance #2019-04 An Ordinance Amending Chapter 56, Local Defense/Emergency Management Council, of the Code of the Township of Lower – This is the second reading and public hearing of this ordinance. This ordinance has been published, posted, and made available to the public.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						X
PERRY			X			
ROY			X			
SIPPEL		X	X			
SIMONSEN	X		X			

Manager's Report

Manager Ridgway gave an update on economic development, his plan for future wellness events, and the proposed bridge on Ocean Drive.

Engineer's Report

Manager Ridgway gave an update on current engineering projects within the Township including Roseann Avenue Roadway and Utility Improvements, Phase 3, Beach Access Improvements, Rec Center Restrooms Upgrade, Emergency Pipeline Repair on Clubhouse, Mulligan Field Renovations Project and the Stormwater Pollution Prevention Plan.

Administrative Reports

Monthly Reports- Clerk, Construction, Dog, Fire, Tax, Vital

Council Comments

Councilmember Perry commented on the progress of the Roseann Ave project and Pump Station and gave an update on the Beach Access Improvements.

Councilmember Roy – no comments

Deputy Mayor Sippel informed about Atlantic City Electric's free tree giveaway and about rumble strip installations on County roads. He also reminded about Township road improvements and shared news about the Villas VFW.

Mayor Simonsen welcomed Trish Yagecic, Army Staff Sargent, back home from Afganistan. He commented on the LCMR Spring Musical and the rally at Convention Hall against seismic blasting and offshore drilling. He also announced Little League Opening Day, Sandman Seeds of Kindness, and the Summer Concert Series.

Call to the Public

Ellen Seward, Shawmount Ave, addressed Council to inquire about the beach access improvements and the water status on the Roseann Ave project. She also commented in favor of Sandman Seeds of Kindness and the Concert Series.

Manager Ridgway responded to Ms. Seward with the information she requested.

Tom Poussart, Shawmount Ave, addressed Council with concern about preserving the wildlife at Cox Hall Creek and requested help from the Township.

Ray Flickinger, Washington Blvd, shared favorable comments about the Beach Drive improvements and made suggestions about signage. He also inquired about a walkway in Douglass Park.

Manager Ridgway informed that there have been no updates from the DRBA.

Bill Greenfield, Villas, addressed Council with concern about open space in the Ponderlodge area.

Adjournment

There being no further business to address, motion to adjourn moved by Deputy Mayor Sippel, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 7:40 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01389 EDDIE'S AUTO BODY*	19-00603	02/26/19	FRONT END ALIGNMENT	Open	89.95	0.00		
01390 EDMUNDS & ASSOCIATES, INC.*	18-03422	12/28/18	credit card swipe device	Open	90.00	0.00		
01641 GALL'S INC*	19-00638	03/01/19	STREAMLIGHT PROTAC HL	Open	75.10	0.00		
	19-00699	03/06/19	STREAM LIGHT PROTAC HL	Open	75.10	0.00		
					150.20			
01690 GRANTURK EQUIPMENT CO*	19-00068	01/07/19	PARTS FOR RECYCLING/JAN	Open	265.70	0.00		
01806 ANTHONY J HARVATT, II, ESQ	19-00659	03/05/19	BOARD SOLICITOR SALARY	Open	625.00	0.00		
01824 ROBERT J. HERITAGE	19-00224	01/15/19	CONTRACTUAL REIMBURSEMNT M	Open	176.55	0.00		B
01826 WILLIAM HIENKEL	19-00898	03/26/19	CONTRACT REIMBURSEMENT-M	Open	920.15	0.00		
02010 ISLAND TROPHY*	19-00714	03/12/19	RETIREMENT PLAQUE	Open	60.00	0.00		
02025 HUNTER JERSEY PETERBILT*	19-00355	01/30/19	PARTS FOR TRUCKS/FEB.	Open	2,005.49	0.00		
02097 LACAL EQUIPMENT INC	19-00685	03/06/19	PARTS FOR COUNTY SWEEPER	Open	3,292.56	0.00		
02108 KEEN COMPRESSED GAS CO*	19-00062	01/07/19	BOTTLED GAS/DPW/JAN	Open	212.01	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	19-00065	01/07/19	PARTS FOR POLICE VEH/DPW/JAN	Open	459.62	0.00		
02223 LANDSMAN UNIFORMS*	19-00521	02/19/19	UNIFORMS	Open	3,859.90	0.00		
02248 LAWREN SUPPLY*	19-00346	01/29/19	BALLISTIC VESTS	Open	16,144.00	0.00		
02292 DONALD LOMBARDO	19-00883	03/25/19	CONTRACTUAL REIM-JAN-MARCH	Open	1,308.54	0.00		
02334 LOWER TWP CHAMBER OF COMMERCE	19-00716	03/12/19	CHAMBER LUNCHEON	Open	40.00	0.00		
02402 MGL PRINTING SOLUTIONS	19-00641	03/04/19	envlopes	Open	615.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02402 MGL PRINTING SOLUTIONS			Continued					
	19-00763	03/15/19	HOMESTEAD BENEFIT	Open	<u>270.00</u> 885.00	0.00		
02461 JOHN MAHER								
	19-00888	03/25/19	CONTRACT REIM JAN-MARCH	Open	2,554.20	0.00		
02521 JOSEPH MARKER								
	19-00790	03/19/19	CONTRACTUAL REIMBURSEMENT M	Open	2,882.88	0.00		
02538 MARSH & MCLENNAN AGENCY, LLC*								
	19-00052	01/04/19	DNE\$26,674.08 BROKER	Open	2,222.84	0.00		B
03026 NJ STATE HEALTH BENEFITS								
	19-00885	03/25/19	APRIL 2019 ACTIVE MEDICAL	Open	187,083.29	0.00		
	19-00886	03/25/19	APRIL 2019 RETIREES ID 024700	Open	<u>62,386.95</u> 249,470.24	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*								
	19-00343	01/29/19	MEMBERSHIP DUES 2019	Open	275.00	0.00		
03280 PARAMOUNT SANITARY SUPPLY*								
	19-00604	02/26/19	TRASH BAGS	Open	135.40	0.00		
03305 PEDRONI FUEL*								
	19-00801	03/21/19	NO LEAD GAS	Open	528.35	0.00		
03427 POLAR BEAR MECHANICAL SERVICES								
	18-03425	12/28/18	REPAIR HVAC TOWNHALL	Open	1,197.98	0.00		
03455 PUBLIC WORKS ASSOCIATION*								
	19-00579	02/25/19	PWANJ-2019	Open	45.00	0.00		
03518 RIGGINS, INC.*								
	19-00802	03/21/19	OFF HIGHWAY DIESEL	Open	351.30	0.00		
03608 SEAWAVE CORPORATION*								
	19-00696	03/06/19	PT HELP WANTED AD 2/20/19	Open	150.00	0.00		
03611 SERVICE TIRE TRUCK CENTERS*								
	19-00288	01/23/19	TIRES/RDS/SANT/RECY/DPW/FEB.	Open	6,578.71	0.00		
03692 SOUTH JERSEY GAS CO*								
	19-00881	03/25/19	2/19-3/20 SJ GAS	Open	5,194.60	0.00		
03763 T.C.T.A. OF NJ*								
	19-00650	03/04/19	SPRING CONFERENCE KATHY BROWN	Open	310.00	0.00		
03954 VAN NOTE-HARVEY ASSOCIATES*								
	17-02751	10/25/17	RES 2017-281 TAX MAP	Open	23,858.00	0.00		B
03958 DEBORAH VAN MOURIK								
	19-00789	03/19/19	CONTRACTUAL REIMBURSEMENT	Open	1,144.38	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03969 VERIZON	19-00797	03/21/19	3/13-4/12/19 LANDLINES	Open	251.81	0.00		
03985 VILLAS NAPA AUTO PARTS	19-00284	01/23/19	RDS/SANT/RECY/DPW/FEB.	Open	3,659.58	0.00		
	19-00618	02/27/19	COUNTY PARTS/VEHICLE	Open	<u>894.53</u>	0.00		
					4,554.11			
03992 VAL-U AUTO PARTS LLC*	19-00285	01/23/19	RDS/SANT/RECY/DPW/FEB	Open	3,141.18	0.00		
04075 BARBER CONSULTING SERVICES LLC	19-00752	03/14/19	SERVICES FOR LAPTOP 1/18-1/24	Open	375.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*	19-00869	03/22/19	FIRST AID SUPPLIES	Open	150.32	0.00		
04158 HUFFMAN'S FLOOR COVERING*	19-00620	02/27/19	FIX CARPET COMING UP DNE3K	Open	1,700.00	0.00		
04261 STATE OF NEW JERSEY	19-00906	03/27/19	UNEMPLOYMENT DUE	Open	27.44	0.00		
04300 W B MASON CO INC*	19-00342	01/29/19	SUPPLIES	Open	207.77	0.00		
05083 SJSHORE MARKETING LIMITED	19-00471	02/11/19	PARTNERSHIP BANNERS	Open	677.12	0.00		
6056 PHYLLIS MULDOON	19-00772	03/19/19	REIMBURSEMENT 3/10/19	Open	35.97	0.00		
6059 USABLE LIFE	19-00887	03/25/19	APRIL 2019 LIFE INSURANCE	Open	653.21	0.00		
7079 SUBURBAN PROPANE L P*	19-00769	03/18/19	PROPANE-CLEM MULLIGAN FIELD	Open	178.90	0.00		
7098 SHORE VETERINARIAN ANIMAL *	19-00053	01/04/19	LOWER ANIMAL CONTROL DNE \$54K	Open	4,500.00	0.00		B
7119 ENGINEERING DESIGN ASSOC*	18-03249	12/11/18	VILLAGE ROAD PROJ RES 2018-361	Open	1,215.00	0.00		B
	19-00359	01/30/19	RES 18-326 SCHELLENGERS LNDG	Open	<u>1,475.00</u>	0.00		B
					2,690.00			
7196 LAUREN HUGGINS SUIT*	19-00032	01/04/19	2019 DNE 12,900.00	Open	1,075.00	0.00		B
7199 STAPLES CREDIT PLAN-INSTORE PU	19-00492	02/11/19	supplies	Open	56.43	0.00		
	19-00538	02/20/19	supplies	Open	59.17	0.00		
	19-00566	02/21/19	INK /SIGN SHOP	Open	155.89	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7199 STAPLES CREDIT PLAN-INSTORE PU Continued								
	19-00652	03/04/19	OFFICE SUPPLIES	Open	<u>7.98</u>	0.00		
					279.47			
7225 FARM-RITE, INC*								
	19-00407	02/04/19	COUNTY FRONT END LOADER PARTS	Open	3,514.35	0.00		
7354 FLEETPRIDE INC.*								
	19-00870	03/22/19	MATERIALS FOR TRUCKS	Open	440.62	0.00		
7405 CHARLOTTE B. ANDERSON								
	19-00788	03/19/19	CONTRACTUAL REIMBURSEMNT 19	Open	1,390.00	0.00		
7475 SUZANNE M SCHEID								
	19-00897	03/26/19	CONTRACT REIMBURSEMENT M	Open	45.00	0.00		
7507 STEFANKIEWICZ & BELASCO LLC								
	19-00046	01/04/19	RES 2019-01 DNE 28,000	Open	2,333.33	0.00		B
	19-00047	01/04/19	DNE \$97,000 EXPENSES	Open	<u>10,721.34</u>	0.00		
					13,054.67			
7508 BLANEY & KARAVAN PC*								
	19-00050	01/04/19	RES#2019-05 PROSECUTOR DNE\$40K	Open	3,333.33	0.00		B
7636 MOTT MACDONALD LLC*								
	19-00899	03/26/19	PROFESSIONAL ENGINEERING	Open	283.15	0.00		
	19-00900	03/26/19	PROFESSIONAL ENGINEERING	Open	289.30	0.00		
	19-00901	03/26/19	PROFESSIONAL ENGINEERING	Open	<u>281.86</u>	0.00		
					854.31			
7902 BLUE360 MEDIA LLC								
	19-00405	02/04/19	2019 LAW ENFORCEMENT HAND BOOK	Open	166.01	0.00		
7918 JAMES M. RUTALA ASSOIATES LLC								
	19-00054	01/04/19	ECONMIC DEV RES 19-41 DNE 50K	Open	16,000.00	0.00		
7929 AMAZON CAPITAL SERVICES, INC								
	19-00758	03/14/19	SUPPLIES	Open	206.30	0.00		
	19-00794	03/20/19	10 USER BUINESS PRIME 3/20/19	Open	<u>499.00</u>	0.00		
					705.30			
7977 JANIA BAILEY								
	19-00791	03/19/19	CONTRACTUAL REIMBURSEMENT V	Open	235.00	0.00		
8035 LANGUAGE LINE SERVICES INC								
	19-00690	03/06/19	PHONE INTERPRETATION FEB 2019	Open	11.94	0.00		
8065 SAND CASTLE EXCAVATION LLC								
	19-00454	02/07/19	OVER PAYMENT OF ANNUAL FEE	Open	10.00	0.00		
8080 ANGELIQUE & THOMAS CANONICO								
	19-00767	03/15/19	2/13/19 REFUND B 640 L 12	Open	908.24	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8081 UGI ENERGY SERVICES	19-00768	03/18/19	UGI SERVICES 12/21-1/22/19	Open	6,921.89	0.00		
Total Purchase Orders: 94				Total P.O. Line Items: 0	Total List Amount: 953,656.46	Total Void Amount: 0.00		

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION #2019-129**

CAPITAL BUDGET AMENDMENT

WHEREAS, the local capital budget for the year 2019 was adopted on the 18th day of March, 2019, and

WHEREAS, it is desired to amend said adopted capital budget section,

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the following amendments to the adopted capital budget section be made:

<u>RECORDED VOTE</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Erik Simonsen			
Frank Sippel			
Roland Roy			
Thomas Conrad			ABSENT
David Perry			

**FROM
CAPITAL BUDGET (Current Year Action)
2019**

Planned Funding Services for
Current Year 2019

<u>Project</u>	<u>Estimated Total Cost</u>	<u>Amounts Reserved in Prior Years</u>	<u>Capital Improvement Fund</u>	<u>Capital Surplus</u>	<u>Grants and Other Funds</u>	<u>Debt Authorized</u>	<u>To Be Funded in Future Years</u>
Equipment	5,686,000.00		26,490.45			509,509.55	5,150,000.00
Recreation Facilities	17,118,000.00		792,884.83			15,250,115.17	1,075,000.00
Police Equipment	309,500.00		2,446.41			47,053.59	260,000.00
Municipal Buildings	31,900.00		1,576.58			30,323.42	0.00
Vehicles	902,000.00		8,747.78			168,252.22	725,000.00
Road Program/Infrastructure	600,000.00		14,826.74			285,173.26	300,000.00
Total All Projects	24,647,400.00	0.00	846,972.79	0.00	0.00	16,290,427.21	7,510,000.00

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
 RESOLUTION #2019-129

CAPITAL BUDGET AMENDMENT

6 YEAR CAPITAL PROGRAM 2019 - 2024
 Anticipated Project Schedule and Funding Requirement

Project	Estimated Total Costs	2019	2020	2021	2022	2023	2024
		Equipment	5,686,000.00	536,000.00	756,200.00	2,724,200.00	574,200.00
Recreation Facilities	17,118,000.00	16,043,000.00	400,000.00	75,000.00	200,000.00	200,000.00	200,000.00
Police Equipment	309,500.00	49,500.00	55,000.00	55,000.00	55,000.00	55,000.00	40,000.00
Municipal Buildings	31,900.00	31,900.00					
Vehicles	902,000.00	177,000.00	85,000.00	385,000.00	85,000.00	85,000.00	85,000.00
Road Program/Infrastructure	600,000.00	300,000.00		300,000.00			
Total All Projects	24,647,400.00	17,137,400.00	1,296,200.00	3,539,200.00	914,200.00	953,200.00	807,200.00

6 YEAR CAPITAL PROGRAM 2019 - 2024
 Summary of Anticipated Funding Sources and Amounts

Project	Estimated Total Costs	Capital		Grants and Other Funds	General Debt Authorized
		Improvement Fund	Capital Surplus		
Equipment	5,686,000.00	295,894.38			5,390,105.62
Recreation Facilities	17,118,000.00	890,805.49			16,227,194.51
Police Equipment	309,500.00	16,106.10			293,393.90
Municipal Buildings	31,900.00	1,660.05			30,239.95
Vehicles	902,000.00	46,939.28			855,060.72
Road Program/Infrastructure	600,000.00	31,223.47			568,776.53
Total All Projects	24,647,400.00	1,282,628.77	0.00	0.00	23,364,771.23

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
 RESOLUTION #2019-129

CAPITAL BUDGET AMENDMENT
 TO
 CAPITAL BUDGET (Current Year Action)
 2019

Planned Funding Services for
 Current Year 2019

Project	Estimated Total Cost	Amounts Reserved in Prior Years	Capital Improvement Fund	Capital Surplus	Grants and Other Funds	Debt Authorized	To Be Funded in Future Years
Equipment	5,778,900.00		31,445.00			597,455.00	5,150,000.00
Recreation Facilities	16,173,000.00		754,900.00			14,343,100.00	1,075,000.00
Police Equipment	309,500.00		2,475.00			47,025.00	260,000.00
Municipal Buildings	109,000.00		105,200.00			3,800.00	0.00
Vehicles	894,600.00		8,480.00			161,120.00	725,000.00
Road Program/Infrastructure	950,000.00		35,000.00			615,000.00	300,000.00
Total All Projects	24,215,000.00	0.00	937,500.00	0.00	0.00	15,767,500.00	7,510,000.00

6 YEAR CAPITAL PROGRAM 2019 - 2024
 Anticipated Project Schedule and Funding Requirement

Project	Estimated Total Costs	2019	2020	2021	2022	2023	2024
		Equipment	5,778,900.00	628,900.00	756,200.00	2,724,200.00	574,200.00
Recreation Facilities	16,173,000.00	15,098,000.00	400,000.00	75,000.00	200,000.00	200,000.00	200,000.00
Police Equipment	309,500.00	49,500.00	55,000.00	55,000.00	55,000.00	55,000.00	40,000.00
Municipal Buildings	109,000.00	109,000.00					
Vehicles	894,600.00	169,600.00	85,000.00	385,000.00	85,000.00	85,000.00	85,000.00
Road Program/Infrastructure	950,000.00	650,000.00		300,000.00			
Total All Projects	24,215,000.00	16,705,000.00	1,296,200.00	3,539,200.00	914,200.00	953,200.00	807,200.00

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION #2019-129

CAPITAL BUDGET AMENDMENT

6 YEAR CAPITAL PROGRAM 2019 - 2024
Summary of Anticipated Funding Sources and Amounts

Project	Estimated Total Costs	Capital		Capital Surplus	Grants and Other Funds		General Debt Authorized
		Improvement Fund					
Equipment	5,778,900.00	288,945.00				5,489,955.00	
Recreation Facilities	16,173,000.00	808,650.00				15,364,350.00	
Police Equipment	309,500.00	15,475.00				294,025.00	
Municipal Buildings	109,000.00	105,200.00				3,800.00	
Vehicles	894,600.00	44,730.00				849,870.00	
Road Program/Infrastructure	950,000.00	50,000.00				900,000.00	
Total All Projects	24,215,000.00	1,313,000.00		0.00		22,902,000.00	

BE IT FURTHER RESOLVED that two certified copies of this resolution be filed forthwith in the Office of the Director of Local Government Services.

It is hereby certified that this is a true copy of a resolution amending the capital budget section adopted by the governing body on the 18th day of March, 2019.

Certified by me:

_____ Date

_____ Township Clerk

Trenton, New Jersey

Approved _____ 2019

_____ Director of Local Government Services

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-130

Title: **ISSUANCE OF ICE CREAM PEDDLING AND ICE CREAM SALESMAN LICENSE FOR THE YEAR 2019**

WHEREAS, Armen Avetisyan t/a A & T Ice has submitted an application for an Ice Cream Peddling and Ice Cream Salesman License for the year 2019; and

WHEREAS, all required paperwork and fees have been received for the license.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Clerk be authorized to issue the following license for the year 2019, after inspection of the vehicle with the Police Department:

Ice Cream Peddling Salesman License

Armen Avetisyan

Ice Cream Peddling Business License

2006 Ford E450 Super-duty Vin #1FD4E45P56DB03781

2003 Ford E350 Super-duty Vin #1FDWE35F03HA44320

BE IT FURTHER RESOLVED, that anyone selling in conjunction with the above license shall do so only upon proper application and license approval by the Township.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-131

Title: **AUTHORIZATION TO CANCEL UNCASHED CHECKS**

WHEREAS, the Municipal Court checks listed below have been returned in the mail and payees are unable to locate; and

WHEREAS, the Chief Financial Officer has requested that such checks be officially canceled in order to properly maintain the Township records; and

WHEREAS, the checks will be turned over to the Current Fund for proper disposition according to accounting regulations regarding unclaimed property.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following list of checks are hereby canceled.

<u>DATE</u>	<u>PAYEE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
GENERAL ACCOUNT			
6/8/2017	KURT SMITH	2147	1.00
8/8/2017	JOSE ROSARIO	2173	7.00
5/1/2017	KENNETH WRIGHT	2254	33.57
7/10/2018	KENNETH WRIGHT	2271	24.00
7/10/2018	DANIEL SHAW	2278	5.00
8/6/2018	PAMELA DEARY-SHEELER	2296	20.00
12/5/2018	ACME MARKET	2332	25.00
			<u>\$ 115.57</u>

BAIL ACCOUNT			
3/1/2017	RONALD VARGAS	10615	31.00
6/5/2017	ROBERT STANSBURY	10644	1.00
			<u>\$ 32.00</u>

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-132

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

WHEREAS, the employee listed below has accrued compensatory time due from the Township and has requested payment for this time; and

WHEREAS, it is necessary to obtain authorization for any salary and wage disbursement to a Township employee that is not specified in the salary ordinance; and

WHEREAS, it has been determined by the Township Treasurer as evidenced by her signature _____ that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Adam Hegarty in the amount of \$2,446.03 is authorized and chargeable to the 2019 Budget account 9-01-25-240-124.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held April 1, 2019.

Julie A Picard, Township Clerk

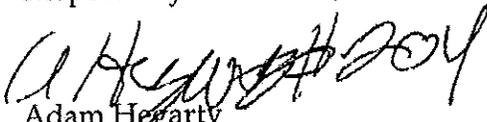
LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Mastriana
FROM: Patrolman Hegarty #204
DATE: March 15, 2019
SUBJECT: Requesting to cash out Comp time.

I am writing this special regarding cashing out comp time. I am formally requesting to cash in one hundred(100) hours comp time. Thank you in advance.

Respectfully Submitted,


Adam Hegarty
Badge 204

C	File	Officer	Comments
Date			
3/15/19	91 of 100	MS	Revised Fwd to Twp
3-18-19			

24•4603 x
100• =
2,446•030 *+

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION # 2019-133

Title: APPROVAL OF CHANGE ORDER #1 TO ENGINEERING DESIGN ASSOCIATES, PA FOR SCHELLENGERS LANDING SAFETY IMPROVEMENTS & IDENTIFICATION PROGRAM – EXTENDING THE NEW SIDEWALK

WHEREAS, Engineering Design Associates, PA, (EDA) were awarded a professional service contract in the amount of Not To Exceed \$52,000.00 (\$49,500 for Scope I through VII & \$2,500 for reimbursable expenses) on October 15, 2018 by Resolution #2018-326 to provide Engineering Services for the Schellengers Landing Safety Improvements & Identification Program; and

WHEREAS, EDA has provided a proposal in the amount of \$ 2,000.00 to provide additional survey and engineering to include new sidewalk on east side of Route #109 and also extend the new sidewalk to the entrance of Utch's Marina; and

WHEREAS, the Township Council desires to approve the additional services and the CFO has certified the availability of funds as evidenced by her signature:

Appropriation: C-04-55-415-930

Signature: _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the amount of \$2,000.00 for EDA is hereby approved and the contract total is now increased to \$54,000.00.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk



March 19, 2019

VIA E-MAIL (CLERK@TOWNSHIPOFLOWER.ORG) & REGULAR MAIL

Lower Township
2600 Bayshore Road
Villas, NJ 08251

ATTN: Julie Picard
Township Clerk

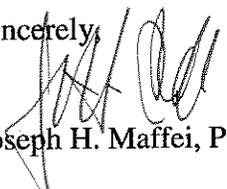
**Re: Schellengers Landing Safety Improvements
and Identification Program
Lower Township, Cape May County, NJ
Resolution #2018-326
EDA #8326**

Dear Julie:

As requested, we have prepared a cost to provide additional survey and engineering to include new sidewalk on east side of Route #109 and also extend the new sidewalk to the entrance of Utsch's Marina. The additional cost is \$2,000.00.

If you have any questions, please don't hesitate to contact me.

Sincerely,


Joseph H. Maffei, P.E., P.P.

JHM/tt

cc: Bill Galestok
Jim Ridgeway
Kayla Layton



TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-134

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$5,500.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Distracted Driving Crackdown
Total with increase to be \$5,500.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$5,500.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Distracted Driving Crackdown
State/Federal Share \$ 5,500.00
Non State Share \$
Total with increase to be \$ 5,500.00

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk



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Document Information: MOB-DDC-2019-Lower Township-00079

Details

GRANT SNAPSHOT

Grant #:	DD-19-45-01-DD-88
Status:	Grant Agreement Executed
Project Title:	2019 Distracted Driving Crackdown. U Drive. U Text. U Pay.
Grantee/Organization Name:	Lower Township
Project Period:	From: 4/1/2019 To: 4/21/2019
Total Grant Award:	\$5,500.00

Top of the Page

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TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-135

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$2,000.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Atlantic County JIF Optional Safety Award
Total with increase to be \$2,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$2,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Atlantic County JIF Optional Safety Award
State/Federal Share \$ 2,000.00
Non State Share \$
Total with increase to be \$ 2,000.00

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

Atlantic County Municipal Joint Insurance Fund
2019 Optional Safety Budget

Member Municipality	Opening Balance	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Paid 2020	Total YTD Paid	Remaining Balance	Date Encumbered
Axator Borough	\$1,500.00														\$0.00	\$1,500.00	
Bridgeton City																	
Buena Borough															\$0.00	\$1,500.00	
Cape May City	\$1,500.00														\$0.00	\$1,500.00	
Cape May Point	\$1,000.00														\$0.00	\$1,000.00	
Commercial Township	\$1,500.00														\$0.00	\$1,500.00	
Corbin City																	
Deerfield Township																	
Dennis Township																	
Dover Township																	
Egg Harbor Township																	
Estell Manor City																	
Folsom Borough																	
Galloway Township															\$0.00	\$2,000.00	
Hamilton Township	\$2,000.00														\$0.00	\$2,000.00	
Linnwood	\$1,500.00														\$0.00	\$1,500.00	
Langport Borough															\$0.00	\$2,000.00	
Lower Township	\$2,000.00														\$0.00	\$2,000.00	
Margate City																	
Middle Township																	
Millville City																	
Mullica Township																	
Newfield Borough	\$1,000.00														\$0.00	\$1,000.00	
North Wildwood City															\$0.00	\$1,500.00	
Northfield City	\$1,500.00														\$0.00	\$1,500.00	
Ocean City	\$2,500.00														\$0.00	\$2,500.00	
Pleasantville City	\$2,500.00														\$0.00	\$2,500.00	
Sea Isle City																	
Somers Point City																	
Stone Harbor	\$1,500.00														\$0.00	\$1,500.00	
Upper Township																	
Upper Deerfield Township																	
Venhor City																	
Waterford Township	\$1,500.00														\$0.00	\$1,500.00	
West Cape May	\$1,000.00														\$0.00	\$1,000.00	
West Wildwood															\$0.00	\$1,000.00	
Weymouth Township	\$1,000.00														\$0.00	\$1,000.00	
Wildwood City	\$2,500.00														\$0.00	\$2,500.00	
Wildwood Crest Borough																	
Wildwood Borough																	
Woodbine Borough																	
Total By Line	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00	

Must be Claimed of Encumbered by December 31, 2019. All Encumbered Funds Must be Claimed by February 1, 2020

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-136

Title: **INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159**

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$725.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Atlantic County JIF Cyber Risk Award
Total with increase to be \$725.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$725.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Atlantic County JIF Cyber Risk Award
State/Federal Share \$ 725.00
Non State Share \$
Total with increase to be \$ 725.00

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

Atlantic County Municipal Joint Insurance Fund
2019 EPL/CYBER Risk Management Budget

Member Municipality	Opening Balance	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	Sept. 2019	October 2019	November 2019	December 2019	Paid In 2020	Total YTD Expenses	Ending Balance	Encumbered
Absecon	725.00														0.00	\$725.00	
Avalon	725.00														0.00	\$725.00	
Begonia	725.00		69.00												69.00	\$656.00	
Buena	725.00														0.00	\$725.00	
Cape May City	725.00														0.00	\$725.00	
Cape May Point	725.00														0.00	\$725.00	
Commercial	725.00														0.00	\$725.00	
Cortin City	725.00														0.00	\$725.00	
Deerfield	725.00														0.00	\$725.00	
Dennis	725.00														0.00	\$725.00	
Downe Township	725.00														0.00	\$725.00	
Egg Harbor Twp.	725.00														0.00	\$725.00	
Estell Manor	725.00														0.00	\$725.00	
Folsom	725.00		37.50												37.50	\$687.50	
Galloway	725.00														0.00	\$725.00	
Hamilton	725.00														0.00	\$725.00	
Linwood	725.00														0.00	\$725.00	
Longport	725.00														0.00	\$725.00	
Lower	725.00														0.00	\$725.00	
Margate	725.00														0.00	\$725.00	
Middle	725.00														0.00	\$725.00	
Millville	725.00														0.00	\$725.00	
Mullica	725.00														0.00	\$725.00	
Newfield	725.00														0.00	\$725.00	
North Wildwood	725.00														0.00	\$725.00	
Northfield	725.00														0.00	\$725.00	
Ocean City	725.00														0.00	\$725.00	
Pleasantville	725.00														0.00	\$725.00	
Sea Isle City	725.00														0.00	\$725.00	
Somers Point	725.00														0.00	\$725.00	
Stone Harbor	725.00														0.00	\$725.00	
Upper Twp.	725.00														0.00	\$725.00	
Upper Deerfield	725.00														0.00	\$725.00	
Ventnor	725.00														0.00	\$725.00	
Waterford	725.00														0.00	\$725.00	
West Cape May	725.00														0.00	\$725.00	
West Wildwood	725.00														0.00	\$725.00	
Weymouth	725.00														0.00	\$725.00	
Wildwood	725.00														0.00	\$725.00	
Wildwood Crest	725.00														0.00	\$725.00	
Woodbine	725.00														0.00	\$725.00	
Total By Line	\$29,725.00	\$0.00	\$106.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106.50	\$29,618.50	

Must be Claimed or Encumbered by December 31, 2019. All Encumbered Claims Must be Claimed by February 1, 2020

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-137

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$2,750.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Atlantic County JIF Safety Incentive Award
Total with increase to be \$2,750.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$2,750.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Atlantic County JIF Safety Incentive Award
State/Federal Share \$ 2,750.00
Non State Share \$
Total with increase to be \$ 2,750.00

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

REQUIRED ELEMENTS TO QUALIFY FOR BASE PROGRAM AWARD

1. Submit your Safety Committee schedule by January 31, 2019
2. Sign and return the 2019 Safety Contract by March 29, 2019
3. Send delegate to the Safety Kickoff Breakfast on TBD.
4. Send a delegate to at least one half-day session of the JIF Annual Planning Retreat (TBD).
5. Show significant participation and commitment in all best practices listed on pages 8 and 9
6. Members will hold at a minimum, quarterly Safety Committee meetings.
7. Members will attend all applicable Regional Training events.

REQUIRED ELEMENTS TO QUALIFY FOR ENHANCED PROGRAM AWARD

To qualify for the Enhanced Program Award, members must first qualify for the Base Award and then meet all of the following additional criteria:

1. Complete a minimum of (12) Toolbox / Safety Talks within a calendar year.
2. Complete a minimum of (6) Safety/Facility Checklists in each of the following applicable Departments/Amenities within a calendar year.
 - a. Municipal / Police Department
 - b. Fire / EMS Departments
 - c. Public Works Department
 - d. Parks/Playgrounds/Skate Park/Boardwalk/Unique Exposures
3. Complete a minimum amount of required Job Safety Observations (JSO's) based on member size in a calendar year.

X-Small	Small	Medium	Large	X-Large
4	8	12	16	16

SAFETY INCENTIVE AWARDS

Level	X-Small	Small	Medium	Large	X-Large
NON-QUALIFIER	0	0	0	0	0
BASE QUALIFIER	\$ 1,100.00	\$ 1,250.00	\$ 1400.00	\$1550.00	\$ 1700.00
ENHANCED QUALIFIER	\$900.00	\$1,000.00	\$1,100.00	\$1,200.00	\$1,300.00
MAXIMUM AWARD	\$2,000.00	\$2,250.00	\$2,500.00	\$2,750.00	\$3,000.00

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-138

Title: ISSUANCE OF 2019 LIMOUSINE AND OPERATOR LICENSES

WHEREAS, applications have been submitted by Cape May Limousine, pursuant to Ord. #2000-4 for Taxi, Limo and Operator Licenses; and

WHEREAS, the applicants submitted the appropriate fees, provided the required documentation, and the Police have reviewed and approved the application packet.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Clerk is hereby authorized to issue the following:

Cape May Limousine

<u>License Type</u>	<u>Description</u>
Limo	2007 Lincoln 1L1FM88W97Y636026
Limo	2011 Lincoln 2L1FL8JW4BX752630
Limo	2013 Toyota 4T1BD1EB4DU004575
Operators	Brian T Carroll and Robert L Wells

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-139

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$1,000.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Atlantic County JIF Wellness Incentive Award
Total with increase to be \$1,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$1,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Atlantic County JIF Wellness Incentive Award
State/Federal Share \$ 1,000.00
Non State Share \$
Total with increase to be \$ 1,000.00

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

Atlantic County Municipal Joint Insurance Fund
2019 WELLNESS INCENTIVE PROGRAM ALLOWANCE

Member Municipality	Opening Balance	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	Sept. 2019	October 2019	November 2019	December 2019	Paid in 2020	Total YTD Paid	Remaining Balance	Date Encumbered
Assecon	800.00														0.00	\$800.00	
Avalon	1,000.00														0.00	\$1,000.00	
Biggsline	1,500.00														0.00	\$1,500.00	
Buena	600.00														0.00	\$600.00	
Cape May City	1,000.00														0.00	\$1,000.00	
Cape May Point	275.00														0.00	\$275.00	
Commercial	275.00														0.00	\$275.00	
Corbin City	275.00														0.00	\$275.00	
Deerfield	275.00														0.00	\$275.00	
Dennis	600.00														0.00	\$600.00	
Dovne Township	275.00														0.00	\$275.00	
Egg Harbor Twp.	1,500.00														0.00	\$1,500.00	
Estell Manor	275.00														0.00	\$275.00	
Folsom	275.00														0.00	\$275.00	
Galloway	1,000.00														0.00	\$1,000.00	
Hamilton	1,000.00														0.00	\$1,000.00	
Linwood	800.00														0.00	\$800.00	
Longport	800.00														0.00	\$800.00	
Loyer	1,000.00														0.00	\$1,000.00	
Margate	1,500.00														0.00	\$1,500.00	
Middle	1,000.00														0.00	\$1,000.00	
Millville	1,500.00														0.00	\$1,500.00	
Mullica	600.00														0.00	\$600.00	
Newfield	275.00														0.00	\$275.00	
North Wildwood	1,000.00														0.00	\$1,000.00	
Northfield	800.00														0.00	\$800.00	
Ocean City	1,500.00														0.00	\$1,500.00	
Pleasantville	1,500.00														0.00	\$1,500.00	
Sea Isle City	1,000.00														0.00	\$1,000.00	
Somers Point	1,000.00														0.00	\$1,000.00	
Stone Harbor	1,000.00														0.00	\$1,000.00	
Upper Twp.	800.00														0.00	\$800.00	
Upper Deerfield	800.00														0.00	\$800.00	
Ventnor	1,500.00														0.00	\$1,500.00	
Waldorf	800.00														0.00	\$800.00	
West Cape May	275.00														0.00	\$275.00	
West Wildwood	275.00														0.00	\$275.00	
Weymouth	275.00														0.00	\$275.00	
Wildwood	1,500.00														0.00	\$1,500.00	
Wildwood Crest	1,000.00														0.00	\$1,000.00	
Woodbine	275.00														0.00	\$275.00	
Total By Line	\$33,500.00	\$0.00	\$33,500.00														

Must be claimed or encumbered by December 31, 2019. Encumbered Funds need to be claimed by February 1, 2020

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-140

Title: ISSUANCE OF ICE CREAM PEDDLING AND ICE CREAM SALESMAN LICENSE FOR THE YEAR 2019

WHEREAS, James Brown t/a Jim's Mister Softee of Cape May County, LLC has submitted an application for an Ice Cream Peddling and Ice Cream Salesman License for the year 2019; and

WHEREAS, all required paperwork and fees have been received for the license.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Clerk be authorized to issue the following license for the year 2019, after inspection of the vehicle with the Police Department:

Ice Cream Peddling Salesman License

James Brown

Ice Cream Peddling Business License

2011 W4Z Workhorse Vin #5B4KFD2D0B3444064

BE IT FURTHER RESOLVED, that anyone selling in conjunction with the above license shall do so only upon proper application and license approval by the Township.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-141

Title: APPROVAL OF CHANGE ORDER #1 FOR ADDITIONAL WORK UNDER TASK 3 FOR PROFESSIONAL ENGINEERING SERVICES FOR THE BEACH ACCESS IMPROVEMENT PROJECT

WHEREAS, Mott MacDonald was awarded a professional service contract in the amount of Not to Exceed \$28,700.00 on June 18, 2018 by Resolution 2018-214 for the Beach Access Project; and

WHEREAS, Mott MacDonald has provided a proposal for additional expenses under Task 3; Reimbursable Services and Direct Expenses for an increase of \$5,500.00 from the original amount of \$1,500.00, for additional NJDEP requirements; and

WHEREAS, the Township Council desires to approve the additional expense requested and the CFO has certified the availability of funds as evidenced by her signature below:

Lauren Read, CFO

Ord # 17-10 C-04-55-420-920
Budget Account

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the amount of \$5,500.00 for Mott MacDonald is hereby approved and the contract total is now increased to \$34,200.00.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk



Mr. James Ridgway, Township Manager
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Via email at manager@townshipoflower.org

Your Reference
Beach Access Improvements

**Professional Engineering Services Proposal
Beach Access Improvements – Additional Work
Township of Lower, Cape May County, New Jersey**

Our Reference
399094

March 25, 2019

211 Bayberry Drive
Suite 1A
Cape May Court House NJ
08210

Dear Mr. Ridgway:

T +1 (609) 465 9377
F +1 (609) 465 5270
www.mottmac.com/americas

Please be advised that the CAFRA permit application for the Beach Access Improvements was submitted to the NJDEP on January 23, 2019 and we are currently in the 30-day public comment review period. In the past few weeks we have received several emails from the NJDEP requesting additional information as well as as-built/details of the existing stairs at Hollywood Avenue since the Township is proposing to install the same structure at Shadeland Avenue.

As part of our previously approved scope of work, a budget was established at \$1,500 (under Task 3 - Reimbursable Services and Direct Expenses) to cover reimbursable services, miscellaneous expenses and plan production. Due to the additional work required at the beginning of the project (i.e. writing letters for submission to CMBPOA and the other private landowners and coordination of this effort with the Tax Assessor and Township) and recent coordination with the improvements at Lincoln Boulevard, our budget has been fully utilized.

In an effort to keep the permitting process moving forward we have responded to the NJDEP with the additional information requested and have completed the field survey of the structure at Hollywood Avenue.

As the above noted requests from the NJDEP for additional information as well as additional field survey and plan production are outside of our original scope of work we are respectfully requesting that our approved \$1,500 budget under Task 3 be increased by \$5,500 to a total reimbursable budget of \$7,000 to address these requests for additional information.



Should you have any questions regarding the above request, please do not hesitate to contact this office.

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink that reads 'Mark R. Sray'.

Mark R. Sray, PE, CME
Senior Associate
T 609.465.9377
mark.sray@mottmac.com

cc: Julie Picard, Township Clerk (via email)
Mitch Plenn, Super. Of Parks and Recreation (via email)
Gary Douglass, Public Works Super. (via email)
Steven C. Morey, CEP, Mott MacDonald (via email)

P:\399094-Beach Access Improvements\Proposal\0325.19-Proposal-Beach Access Improvements-Additional Work.docx

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-142

Title: APPROVAL OF CHANGE ORDER #1 FOR KC SIGN & AWnings TO ADD A DECORATIVE STONE BASE TO DOUBLE SIDED LED TOWNSHIP SIGN

WHEREAS, KC Sign & Awnings was awarded a contract to install a Double Sided LED Township Sign located in the front of the Municipal Complex, including installation in the amount Not to Exceed \$23,990.00; and

WHEREAS, KC Sign & Awnings has provided a proposal to add a stone base, *see Exhibit A, for an increase of \$4,195.00; and

WHEREAS, the Township Council desires to approve the additional expense requested and the CFO has certified the availability of funds as evidenced by her signature below:

Lauren Read, CFO

Ord # 16-04 C-04-55-418-530 \$1,978.52
Ord # 15-03 C-04-55-416-310 \$2,216.48
Budget Account

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the amount of \$4,195.00 for KC Sign & Awnings is hereby approved and the contract total is now increased to \$28,185.00.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk

Custom Fabricated Double Sided Sign with Electronic Message Center, to include:

- ID Header Sign
- Overall Dimension - 26" h x 86" w x 26" deep
- All Aluminum Construction
- Aluminum Dimensional Trim Top & Bottom
- 1-Color Matthews Painted Finish
 - Color: MATCH SELECTED BLUE VINYL
- LED Illumination
- 3/16" Thick White Acrylic Facing
- Translucent Vinyl Lettering / Graphics
- CUSTOMER MUST SELECT TRANS. VINYL
- UL Listed and Approved

- Electronic Message Center
- Double-Sided
- Vantage 16mm 45 X 135 Pixel Matrix
- Full Color Pixel Configuration (1R, 1G, 1B)
- 281 Trillion Colors
- 28" x 86" Active Viewing Window
- Aluminum perforated mesh end-caps PAINTED BLACK
- 10,000+ Brightness Level (Nits)
- 160 Degree Viewing Angle
- Wireless Data Connection
- Complete Scheduling Software
- On Site Setup and Training
- 7 Year Manufacturer's Warranty (Parts & Labor)

- Pole Cover
- Overall Dimension - 60" h x 48" w x 20" deep
- Aluminum fabricated frame with applied stone veneer
 - Color: CUSTOMER MUST SELECT
- (2) sets of 8" h PVC numbers mounted to each side
 - Color: CUSTOMER MUST SELECT

- Installation:
- Above installed onto (1) New 8" x 6" Steel Pole
 - 30" Round x 36" Deep Concrete Footer
 - Connection to customer supplied electrical lead ran to site of sign installation
 - Dedicated electrical line recommended for LED Display

CUSTOMER APPROVAL: _____ Signature _____ Date _____

CUSTOMER NAME
TOWNSHIP OF LOWER

SITE ADDRESS
2800 BAHSHORE ROAD
VILLAS, NJ 08251

ORDER NUMBER 037120 **PAGE NUMBER**

Permits approved? YES NO N/A

Are Above Cut Sizes? YES NO

Special Permit Notes: _____

Substrate: _____

Material: SEE ABOVE FOR FULL DESCRIPTION

QTY(1)

Double Sided

Graphics Details

VINYL GRAPHICS

TRANSLUCENT

Accessories

Stakes? Low High

Posts? Yes No

Color? Yes No

D/S Taper? Yes No

Hides? Yes No

Location: _____

Installation

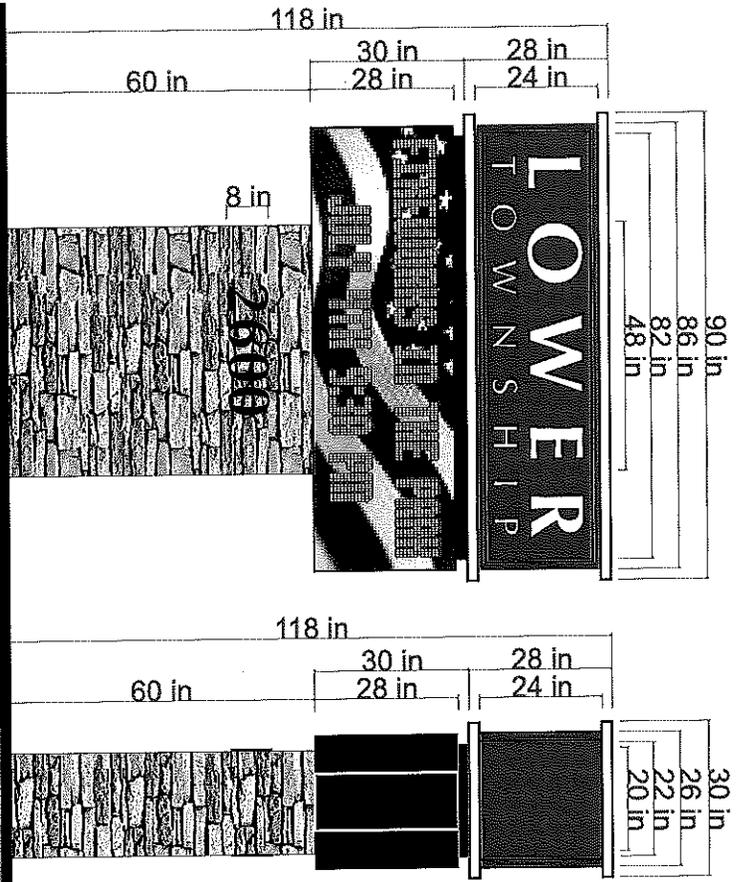
Installed Supplied to Customer

Pick-Up Location Aston West Grove

Delivery Shipped

Installation Instructions _____

DATE: 3/25/19 SALESMAN/DESIGNER: ERIK CRAIG



KC SIGN & AWNINGS

Design • Build • Installation • Service

Sign Description: _____

THIS IS AN ORIGINAL UNPUBLISHED DRAWING, CREATED BY KC SIGN CO. IT IS SUBMITTED FOR YOUR APPROVAL. IN CONNECTION WITH A PROJECT BEING PLANNED BY KC SIGN CO. THIS IS FOR YOUR EXCLUSIVE USE AT KC SIGN CO. TO BE USED, REPRODUCED, COPIED OR EXHIBITED IN ANY FASHION. THIS DRAWING IS PROPERTY OF KC SIGN CO.

*NOTE: DUE TO VARIANCES AMONG COLOR PRINTED & COMPUTER MONITORS THE COLORS YOU SEE ON YOUR PROOF MAY NOT BE THE EXACT COLORS OF OUR PRODUCTS. THE COLORS YOU SEE SHOULD BE CONSIDERED CLOSE REPRODUCTIONS TO THE ACTUAL COLORS AVAILABLE.

142 Conchaster Hwy
Aston, PA 19014
Ph: 610-497-0111
Fax: 610-497-0110
E-mail - info@kcsignco.com

KC SIGN & Awnings

KC Sign & Awnings
 142 Conchester Highway
 Aston, PA, 19014- USA
 Phone: (610)-497-0111 Fax: (610)-497-0110
 www.kcsignco.com
 info@kcsignco.com

Quote Submitted To:

TOWNSHI007
 Margaret Vitelli
 Township of Lower
 2600 Bahshore Rd
 Villas, NJ 08251- USA

Phone: (609) 886-2005 Ext.
 Fax:
 Email: mvitelli@townshipoflower.org

Job Name and Location

Township of Lower
 2600 Bahshore Rd
 Villas, NJ 08251- USA

Quotation Number	Quote Date	Payment Terms	Contact	Page
037686	3/27/2019	50 Dep/Bal	EW	Page 1 of 1

Quantity	Description	Unit Price	Extended Price
1	Stone Veneer Base - Overall Size - 60"h x 48"w x 20" deep - 1 1/2" Steel Angle Frame - Pressure Treated Plywood - Standard Color Stone Veneer	\$3,995.00	\$3,995.00
1	Dimensional Letters supplied to customer, to include: - Overall Size -(2 sets) 8"h Individual Numbers 2600 - 1/2" Thick Router cut PVC Letters - Non-illuminated - Painted finish - Color <u> </u> TBD <u> </u> - Letters Mounted to Stone pole cover - Stud Mount	\$200.00	\$200.00

50% Down on any order, balance due upon completion unless otherwise agreed. Design sketches will be provided after deposit. Additional sketches or major changes will be charged at current hourly rate. A "sign off" will be provided if requested. Any errors or omissions discovered after "sign off" are the customer's responsibility. Sketches and artwork remains the property of KC Sign Co. Quoted prices do not include permit costs. All required permits, licensing and fees are the customer's responsibility unless otherwise agreed. If KC Sign Co. is contracted to obtain permits, an additional charge will apply in addition to the permit and licensing costs. Electric must be supplied to the site by the customer. If not available, additional charges will apply for electric hook-up. All prices do not include applicable taxes. Customer must supply "Tax Exempt" form to be exempt from sales taxes. All signs are the property of KC Sign Co. until paid in full. All signs are custom made; therefore any cancellation of work will result in the forfeiture of deposit monies. KC Sign Co. does not offer refunds on any products. Standard Warranty is available on all signs. Damages occurring from "acts of God" are beyond our control and do not fall under any warranties. Signature indicates that the above prices, specifications, and conditions are satisfactory and are hereby accepted. KC Sign is authorized to do the work as specified. If payment is not received by outlined terms above and one and one half percent (1.5%) monthly charge will be assessed to any order.

Tax calculated will be 6.625%.

Thank You

For: Township of Lower

SIGNATURE: X _____ DATE: _____

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-143

Title: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount.

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$160,000.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - NJ DOT Municipal Aid
Total with increase to be \$160,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$160,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - NJ DOT Municipal Aid
State/Federal Share \$160,000.00
Non State Share \$
Total with increase to be \$160,000.00

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A Picard, Township Clerk



RCVD MAR 29 '19

State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

SHEILA Y. OLIVER
Lt. Governor

March 25, 2019

The Honorable Erik Simonsen
Mayor, Lower Township
2600 Bayshore Road
Villas, NJ 08251

Dear Mayor Simonsen:

I am pleased to inform you that Lower Township has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2019 Municipal Aid Program for the Roseann Avenue Roadway And Utility Improvements, Phase 3 Project in the amount of \$160,000.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 681 applications requesting more than \$377.9 million. There is \$161.25 million available in funds from the Transportation Trust Fund (TTF) supported by the State gas tax.

As part of the Department's Commitment to Community, NJDOT provides statewide assistance for local governments for improvements to and preservation of the local transportation network, this network makes up about 90 percent of New Jersey's roadways. The successful completion of your project will help achieve this goal and provide your constituents and everyone that uses local roads a transportation system that provides the mobility they deserve.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

District 1 - Mt. Arlington - 973-601-6700
District 2 - Newark - 973-877-1500

District 3 - Trenton - 609-530-5271
District 4 - Cherry Hill - 856-486-6618

Again, thank you for your support of this program and good luck with your project.

Sincerely,

A handwritten signature in cursive script, reading "Diane Gutierrez-Scaccetti".

Diane Gutierrez-Scaccetti
Commissioner

cc: Municipal Clerk, Municipal Engineer

"IMPROVING LIVES BY IMPROVING TRANSPORTATION"
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TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE #2019-06

BOND ORDINANCE PROVIDING FOR VARIOUS 2019 CAPITAL IMPROVEMENTS, BY AND IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY (THE "TOWNSHIP"); APPROPRIATING \$1,705,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,520,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COSTS THEREOF

BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

SECTION 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized as general improvements or purposes to be undertaken by the Township of Lower, in the County of Cape May, State of New Jersey (the "Township"). For the said improvements or purposes stated in Section 3, there is hereby appropriated the aggregate sum of \$1,705,000, said sum being inclusive of a down payment in the aggregate amount of \$185,000 for said improvements or purposes as required by the Local Bond Law, N.J.S.A. 40A:2-1 *et seq.* (the "Local Bond Law"). The down payment is now available by virtue of a provision or provisions in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes.

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$1,705,000 appropriation not provided for by application hereunder of said down payment, negotiable bonds of the Township are hereby authorized to be issued in the aggregate principal amount not exceeding \$1,520,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in an aggregate principal amount not exceeding \$1,520,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. (a) The improvements hereby authorized and purposes for the financing of which said obligations are to be issued, include, but are not limited to, as follows:

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u>
(i) Police Department - Acquisition And Installation, As Applicable, Of Various Equipment and Information Technology Improvements, Including, But Not Limited To, A Variable Message Board With Radar, A License Plate Reader, Ballistic Vests, A Shredder, A Port Switch, A Server; Computer Hardware And Software; And Acquisition Of Two (2) Non-Passenger Vehicles With Police And Emergency Equipment;	\$184,533	\$164,160	\$20,373	5.09 years
(ii) Public Works (DPW) - Acquisition And Installation, As Applicable, Of Equipment and Non-Passenger Vehicles Including, But Not Limited To, A Rear Load Refuse Truck; A Backhoe, A Chassis Mounted Leaf Vacuum Truck, A Four Wheel Drive Pick Up Truck With Plow, A Four Wheel Drive Dump Truck With Plow, And Signage And Posts;	\$562,657	\$501,600	\$61,057	5.14 years
(iii) Recreation - Various Improvements To	\$791,106	\$705,280	\$85,826	14.06

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u> years
Recreation And Park Facilities Including, But Not Limited To, Removal And Replacement Of Pavilions At Mayflower, Tranquility And Canal Parks; Acquisition And Installation, As Applicable, Of Various Equipment Including But Not Limited To Playground And Fitness Equipment At Mitnick Park, Restroom Improvements At The Township Recreation Center And Improvements to the Township's Outdoor Pool; And				
(iv) <u>Administration</u> – General Capital Improvements, And/Or Acquisition And Installation Of Equipment, As Applicable, Throughout Various Township Facilities Including, But Not Limited To, Computer Hardware And Software For The Municipal Building; The Acquisition Of A Non-Passenger Vehicle And Improvements To The Municipal Building, Annex And Courtrooms, As Applicable, Including, But Not Limited To, Acquisition And Installation Of Flooring, Exterior Improvements Including, But Limited To, Masonry, Lighting And Signage Improvements, And Downspouts And Dehumidification Improvements.	166,704	\$148,960	\$17,744	11.65 years
TOTALS	<u>\$1,705,000</u>	<u>\$1,520,000</u>	<u>\$185,000</u>	

(b) The aggregate estimated maximum amount of bonds or notes to be issued for said improvements or purposes is \$1,520,000.

(c) The aggregate estimated cost of said improvements or purposes is \$1,705,000, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor is the aggregate down payment available for said purposes.

(d) All such improvements or purposes set forth in Section 3(a) shall include, but are not limited to, as applicable, all engineering, architectural and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and also shall include all work, materials, equipment, accessories, labor and appurtenances necessary therefor or incidental thereto and all in accordance with the plans and specifications therefor on file in the Office of the Clerk of the Township and available for public inspection and hereby approved.

SECTION 4. In the event the United States of America, the State of New Jersey, and/or the County of Cape May make a contribution or grant in aid to the Township for the improvements and purposes authorized hereby and the same shall be received by the Township prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, and/or the County of Cape May. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, and/or the County of Cape May shall be received by the Township after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Township, provided that no note shall mature later than one (1) year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law.. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer of the Township shall determine all matters in connection with the

notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of N.J.S.A. 40A:2-8.1. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at a public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, is on file in the Office of the Clerk of the Township and is available for public inspection.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 9.91 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Township and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$1,520,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$192,900 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements herein before described.

SECTION 8. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the principal of the obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Township hereby declares the intent of the Township to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

SECTION 10. The Township Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Township Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 11. The Township covenants to maintain the exclusion from gross income under Section 103(a) of the Code of the interest on all bonds and notes issued under this bond ordinance.

SECTION 12. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**Adopted on first reading:
Date: April 1, 2019**

Julie A. Picard, Township Clerk

Thomas Conrad, Councilmember

**Adopted on second reading:
Date: April 15, 2019**

Julie A. Picard, Township Clerk

David Perry, Councilmember

Roland Roy, Jr., Councilmember

Frank Sippel, Deputy Mayor

Erik Simonsen, Mayor

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

ORDINANCE #2019-05

BOND ORDINANCE PROVIDING FOR VARIOUS ROADWAY AND DRAINAGE IMPROVEMENTS, BY AND IN THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY (THE "TOWNSHIP"); APPROPRIATING \$650,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$615,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COSTS THEREOF

BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LOWER, IN THE COUNTY OF CAPE MAY, STATE OF NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

SECTION 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized as general improvements or purposes to be undertaken by the Township of Lower, in the County of Cape May, State of New Jersey (the "Township"). For the said improvements or purposes stated in Section 3, there is hereby appropriated the aggregate sum of \$650,000, said sum being inclusive of a down payment in the aggregate amount of \$35,000 for said improvements or purposes as required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the "Local Bond Law"). The down payment is now available by virtue of a provision or provisions in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes.

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$650,000 appropriation not provided for by application hereunder of said down payment, negotiable bonds of the Township are hereby authorized to be issued in the aggregate principal amount not exceeding \$615,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in an aggregate principal amount not exceeding \$615,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. (a) The improvements hereby authorized and purposes for the financing of which said bonds or notes are to be issued are various roadway and drainage improvements along the following roadways, including, but not limited to, Florida Avenue (from Bermuda Road to Bayshore Road), Howland Avenue (from Holmes Avenue to Pine Lane), Pine Lane, Pontaxit Street, Pakahake Street, Mathemek Street, and Kechemeche Street, Croydon Drive, States Avenue and Arizona Avenue, which improvements shall include, but not be limited to, as applicable, excavation, milling, paving, reconstruction and boxing out and resurfacing or full depth pavement replacement, and where necessary, the sealing of pavement cracks, the repairing and/or installation of curbs, sidewalks and driveway aprons, resetting utility castings, roadway painting, aesthetic improvements, and traffic control and all drainage improvements and work associated with same, if applicable, and also including all engineering and design work, surveying, construction planning, preparation of plans and specifications, permits, bid documents, construction inspection and contract administration, and all work, materials, equipment, labor and appurtenances necessary therefor or incidental thereto.

(b) The aggregate estimated maximum amount of bonds or notes to be issued for said improvements or purposes is \$615,000.

(c) The aggregate estimated cost of said improvements or purposes is \$650,000, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor is the aggregate down payment available for said purposes.

SECTION 4. In the event the United States of America, the State of New Jersey, and/or the County of Cape May make a contribution or grant in aid to the Township for the improvements and purposes authorized hereby and the same shall be received by the Township prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States

of America, the State of New Jersey, and/or the County of Cape May. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, and/or the County of Cape May shall be received by the Township after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Township, provided that no note shall mature later than one (1) year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer of the Township shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at a public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, is on file in the Office of the Clerk of the Township and is available for public inspection.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 15 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Township and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$615,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$100,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements herein before described.

SECTION 8. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the principal of the obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Township hereby declares the intent of the Township to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration

of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

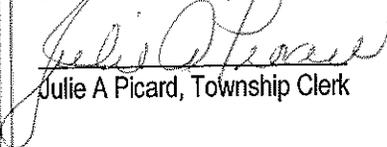
SECTION 10. The Township Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Township Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 11. The Township covenants to maintain the exclusion from gross income under Section 103(a) of the Code of the interest on all bonds and notes issued under this bond ordinance.

SECTION 12. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Adopted on first reading:

Date: March 18, 2019


Julie A Picard, Township Clerk

Thomas Conrad, Councilmember

Adopted on second reading:

Date: April 1, 2019

Julie A Picard, Township Clerk

David Perry, Councilmember

Roland Roy, Jr., Councilmember

Frank Sippel, Deputy Mayor

Erik Simonsen, Mayor

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2019-144

Title: **APPROVAL OF A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO PERMIT THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO OVERSEE AND MANAGE THE TOWNSHIP OF LOWER RECREATION DEPARTMENT'S SEVENTH AND EIGHTH GRADE RECREATION DEPARTMENT FOOTBALL TEAM**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.* (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, Lower Township Recreation Department currently operates a youth football program for children in grades first through eighth, with teams separated by grade level, which participates in a competitive developmental league known as the Cape Atlantic Junior Football League ("CAJFL"); and

WHEREAS, the District does not currently operate or maintain a football program for its seventh and eighth grade students; however, junior varsity and varsity football teams are provided and maintained by the Lower Cape May Regional High School; and

WHEREAS, in an effort to ensure continuity and competitiveness for both the Township's seventh and eighth grade recreation department football team and the District's junior varsity and varsity football teams, the parties are in agreement that the District should takeover, oversee, and manage the Township Recreation Department's seventh and eighth grade football team, and also seek to enroll the seventh and eighth grade football team in the Ocean County Junior High Football League ("OCJHFL") while also maintaining its partial involvement in the CAJFL; and

WHEREAS, in the spirit of interlocal cooperation, and in furtherance of the principals underlying the Act, the Township and the District have negotiated an Agreement and deem it necessary and proper to memorialize these terms, as set forth in the attached agreement in order to outline their respective rights and responsibilities for the benefit of both parties.

NOW THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, does hereby adopt and endorse the attached agreement to permit the Lower Cape May Regional School District to oversee and manage the Township of Lower Recreation Department's seventh and eighth grade football team and authorizes the Mayor and Clerk to sign said agreement, term of agreement beginning date of final execution through December 31, 2029.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on April 1, 2019.

Julie A. Picard, Township Clerk

SHARED SERVICE AGREEMENT

BY AND BETWEEN

THE TOWNSHIP OF LOWER

AND

THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

DATED

AN AGREEMENT TO PERMIT THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO
OVERSEE AND MANAGE THE TOWNSHIP OF LOWER RECREATION DEPARTMENT'S
SEVENTH AND EIGHTH GRADE FOOTBALL TEAM

**SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND
THE LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO PERMIT THE
LOWER CAPE MAY REGIONAL SCHOOL DISTRICT TO OVERSEE AND MANAGE
THE TOWNSHIP OF LOWER RECREATION DEPARTMENT'S SEVENTH AND
EIGHTH GRADE RECREATION DEPARTMENT FOOTBALL TEAM**

THIS SHARED SERVICE AGREEMENT is made this _____ day of _____, 2019 by and between the Township of Lower ("Township"), a municipal corporation of the State of New Jersey whose administrative offices are located at 2600 Bayshore Road, Villas, New Jersey 08251 and the LOWER CAPE MAY REGIONAL SCHOOL DISTRICT ("District"), a local municipal board of education whose administrative offices located at 687 Route 9, Cape May, New Jersey 08204, and who may collectively be referred to herein as the "Parties."

WITNESSETH:

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. (the "Act"), authorizes local units of this State to enter into agreements with any other local unit or units in order to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Township Recreation Department currently operates a youth football program for children in grades first through eighth, with teams separated by grade level, which participates in a competitive developmental league known as the Cape Atlantic Junior Football League ("CAJFL"); and

WHEREAS, the District does not currently operate or maintain a football program for its seventh and eighth grade students; however, junior varsity and varsity football teams are provided and maintained by the Lower Cape May Regional High School; and

WHEREAS, in an effort to ensure continuity and competitiveness for both the Township's seventh and eighth grade recreation department football team and the District's junior varsity and varsity football teams, the parties are in agreement that the District should takeover, oversee, and manage the Township Recreation Department's seventh and eighth grade football team, and also seek to enroll the seventh and eighth grade football team in the Ocean County Junior High Football League ("OCJHFL") while also maintaining its partial involvement in the CAJFL;

WHEREAS, in the spirit of interlocal cooperation, and in furtherance of the principals underlying the Act, the Township and the District have negotiated an Agreement and deem it necessary and proper to memorialize these terms, as set forth below, in order to outline their respective rights and responsibilities for the benefit of both parties.

NOW THEREFORE, the Parties hereto, intending to be legally bound, do hereby adopt and endorse the following agreement to permit the Lower Cape May Regional School District to oversee and manage the Township of Lower Recreation Department's seventh and eighth grade football team:

1. **PREAMBLE:** All of the Statements of the Preamble to this Agreement are repeated and incorporated herein by reference as if set forth in full.

2. **TERM OF THE AGREEMENT:** This Agreement shall take effect on the date on which the last of the parties executes same, and shall continue for a period of ten (10) years through December 31, 2029.

3. **TOWNSHIP RESPONSIBILITIES:**

A. The Township specifically agrees to turn over the operation and management of its seventh and eighth grade recreation department football team to the District.

B. In connection with this arrangement the Township will donate no more than forty (40) sets of equipment to the District in order to facilitate the District's management and oversight of the seventh and eighth grade football team, more specifically:

- i. Helmets;
- ii. Shoulder Pads;
- iii. Rib Vests;
- iv. Pants; and
- v. Protective Padding.

C. During year one (1), and only year one (1), of this Agreement, the Township will assist the District with league fees associated with the CAJFL and referee fees, if the need arises, provided that the seventh and eighth grade football team remains a participating team in the CAJFL. The parties recognize and acknowledge that the goal of this Agreement is to transition the seventh and eighth grade football team to be an exclusive participant of the OCJHFL; however, it is also acknowledged that a split schedule between both leagues is possible. During year two (2) and any subsequent years associated with this Agreement, the Township will be solely responsible for contributing towards the league fees associated with the program in an amount not to exceed Two Thousand Seven Hundred Fifty (\$2,750.00) Dollars.

D. The Township shall be solely and exclusively responsible for any expenses incurred in connection with reconditioning the equipment set forth within paragraph 3(B) during year one (1), and only year one (1), of this Agreement. Thereafter, during any and all subsequent years of this Agreement, the District shall be solely responsible to recondition any and all equipment set forth within paragraph 3(B), and it will bear any and all expenses incurred in connection with reconditioning said equipment with no contribution or reimbursement from the Township.

4. DISTRICT RESPONSIBILITIES:

- A. The District shall be solely and exclusively responsible for hiring, interviewing, and compensating, if necessary, coaching and/or training staff, including medical personnel and/or trainers, in connection with the seventh and eighth grade football team.
- B. The District shall be solely and exclusively responsible for any and all transportation costs, including procuring said transportation, incurred in connection with transporting the seventh and eighth grade football team to and from league games played in either the OCJHFL or the CAJFL.
- C. The District shall be solely and exclusively responsible for procuring uniforms for the seventh and eighth grade football team, and satisfying any expenses incurred in connection with same with no contribution from the Township.
- D. The District shall be solely responsible to recondition any and all equipment set forth within paragraph 3(B), and it will bear any and all expenses incurred in connection with reconditioning without any contribution or reimbursement from the Township throughout the entire duration of this Agreement, with the exception of year one (1) as outlined in paragraph 3(D) above.

5. TERMINATION: Notwithstanding the foregoing, this Agreement may be terminated, on nine (9) months written notice to the other party, for any reason or no reason, or if a provision of the Agreement is breached by the non-breaching party notifying the breaching party, in writing, of the grounds associated with the alleged breach. The breaching party shall have thirty (30) days in which to answer and cure said breach. If the breach is not adequately cured within that time, the non-breaching party shall have the immediate option to declare this Agreement terminated.

6. INSURANCE AND INDEMNIFICATION: The parties represent that each is insured for liability purposes and agree to remain insured by for so long as this Agreement remains in effect. The parties 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.

The parties hereby agree to mutually indemnify, defend and hold one another harmless from any and all claims, demands, liabilities, causes of action, complaints, suits (at law or in equity), damages, penalties, fines, judgments, losses, costs and expenses (including without limitation reasonable attorneys' fees, court costs, consultants' and experts' fees, and the cost of enforcing this agreement) (collectively "claims"), arising out of the sole negligence, criminal acts and/or intentional conduct of either the Township or District or any employees, agents or officers

thereof or acting on that Party's behalf, related to, either directly or indirectly, the performance by such Party contemplated by this Agreement.

The Parties agree to submit a copy of this Shared Services Agreement to their respective insurance carriers prior to the execution of same. The Parties agree that during the term of this Agreement they shall keep in force a policy of general and comprehensive liability insurance that will insure each party against any claims for any actions or omissions charged against either or both parties during the term of this Agreement. Each Party agrees to cooperate with the other in the defense of any claim or claims assessed against either or both parties arising out of the rendering or non-rendering of services contemplated by this Agreement.

7. ADDITIONAL SERVICES: In the event additional services associated with the football program are required or necessary, which are not specifically set forth within this Agreement, the parties are free to enter into additional written agreements in order to effectuate the intent and purposes of this Agreement, without the need for official authorization from the parties.

8. ASSIGNMENT: The rights and the obligations under this Agreement shall not be assigned by either party without the express written consent of the other.

9. APPLICABLE LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

10. ENTIRE AGREEMENT: This Agreement represents the entire Agreement between the parties and may not be changed orally, and may only be modified or amended by a written statement signed by both parties.

11. SEVERABILITY: If any part of this Agreement shall be held to unenforceable or invalid the remainder of the Agreement shall nevertheless remain in full force and effect.

12. WAIVER: Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement at any one time shall not be deemed a waiver of such term, covenant or condition at any one time nor shall any waiver or relinquishment of any right or power herein at any time be deemed a waiver of relinquishment of the same or any other right or power at any other time.

13. AUTHORIZATION OF OFFICIALS; COUNSEL APPROVAL: The parties acknowledge that this Agreement has been executed and sealed by officials authorized and directed to execute same on behalf of the respective Parties by duly adopted resolutions for such purposes.

[SIGNATURES BEGIN ON THE NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the date first above written.

ATTEST:

TOWNSHIP OF LOWER

Julie Picard, Township Clerk

Erik Simonsen, Mayor

ATTEST:

THE LOWER CAPE MAY REGIONAL
SCHOOL DISTRICT

PERSONNEL ACTIONS

Report for Council Meeting of 04/01/2019

<u>Department</u>	<u>Name</u>	<u>Eff. Date</u>	<u>Replaces</u>	<u>Action</u>	<u>Title</u>	<u>Budgeted Item</u>
Finance	Bailey, Dawn	01/01/2019		Promotion	Sr. Clk Typist	Yes
Finance	Dougherty, Georgia	01/01/2019		Promotion	Sr. Clk. Typist	Yes
OEM	Harron, Richard	01/01/2019		Resigned	OEM Coordinator	Yes
OEM	Donohue, Edward	01/01/2019	Harron, Richard	New Hire	OEM Coordinator	Yes
Public Works	Kelly, Ian	01/14/2019		Temp	Laborer	Yes
Public Safety	Parker, Austin	01/22/2019		New Hire	Police Officer	Yes
Public Safety	Campbell, Eric	01/22/2019		New Hire	Police Officer	Yes
Public Works	Vanaman, Connor	01/22/2019		Temp	Laborer	Yes
Clerk	Belasco, Amy	02/04/2019		Salary Increase	Registrar	Yes
Tax Collector	Fritsch, Stephanie	02/06/2019	Brewster, Maria	Interim	Clerk Typist	Yes
Tax Assessor	McCorkel, Marissa	04/01/2109	Munro, Jonathon	New Hire	Clerk Typist	Yes
Recreation	Johns, William	04/01/2019		New Hire	Temp Laborer	Yes
Public Safety	Chew John	04/01/2019		Retired	Police Sgt.	Yes
Public Safety	Hansberry, Ryan	04/01/2019	Chew, John	Promotion	Police Sgt.	Yes
Public Safety	Craig, Austin	04/01/2019	Hansberry, Ryan	New Hire	Police Officer	Yes

Date of report: 03/25/2019

c: Manager
Clerk

Township of Lower
 Treasurer's Report
 YTD: 2019

	<u>Jan</u>
BEG. BAL. JAN. 1, 2019	10,174,387.69
RECEIPTS:	
Per Revenue Status	4,537,039.36
Interest due from Escrow	(321.37)
	4,536,717.99
Grants Received:	
Recycling Tonnage \$ Recd	45,397.48
JIF \$ Recd	1,527.20
EMAA \$ RECD	10,000.00
BODY ARMOR \$ RECD	
61,701.62	
TOTAL RECEIPTS:	4,593,642.67
DISBURSEMENTS:	
2018 Reserves	381,254.90
2019 Current	4,854,872.61
2019 Capital	157,868.49
Appropriation Refunds:	(80,016.78)
TOTAL DISBURSEMENTS	5,313,979.22
END. BAL. DEC. 31, 2019	9,454,051.14
Total Appropriation Refunds	(80,016.78)

Bank Balance	
Checking	9,143,114.48
Online Payment Acct	318,870.68
Total Bank Balance	9,461,985.16
ADD: Deposits in Transit	135,659.65
LESS: Outstanding Checks	(143,593.67)
Adjusted Bank Balance	9,454,051.14
	0.00

Monthly Interest Received-Current Fund	16,788.52
Interest Rate	2.00%

Township of Lower
 Treasurer's Report
 YTD: 2019

	<u>Total</u>	<u>Jan</u>	<u>Feb</u>
BEG. BAL. JAN. 1, 2019	10,174,387.69	10,174,387.69	9,454,051.14
RECEIPTS:			
Per Revenue Status	15,106,782.17	4,537,039.36	10,569,742.81
Interest due from Escrow	(994.68)	(321.37)	(673.31)
	15,105,787.49	4,536,717.99	10,569,069.50
Grants Received:			
Recycling Tonnage \$ Recd	45,397.48	45,397.48	
JIF \$ Recd	1,527.20	1,527.20	
EMAA \$ RECD	10,000.00	10,000.00	
BODY ARMOR \$ RECD	4,776.94		4,776.94
61,701.62			
TOTAL RECEIPTS:	15,167,489.11	4,593,642.67	10,573,846.44
DISBURSEMENTS:			
2018 Reserves	454,658.53	381,254.90	73,403.63
2019 Current	12,762,219.23	4,854,872.61	7,907,346.62
2019 Capital	482,829.36	157,868.49	324,960.87
Appropriation Refunds:	(337,991.09)	(80,016.78)	(257,974.31)
TOTAL DISBURSEMENTS	13,361,716.03	5,313,979.22	8,047,736.81
END. BAL. DEC. 31, 2019	11,980,160.77	9,454,051.14	11,980,160.77
Total Appropriation Refunds	(337,991.09)	(80,016.78)	(257,974.31)
Bank Balance			
Checking	9,143,114.48	9,143,114.48	11,419,167.73
Online Payment Acct	318,870.68	318,870.68	572,440.44
Total Bank Balance	9,461,985.16	9,461,985.16	11,991,608.17
ADD: Deposits in Transit	135,659.65	135,659.65	57,096.70
LESS: Outstanding Checks	(143,593.67)	(143,593.67)	(68,544.10)
Adjusted Bank Balance	9,454,051.14	9,454,051.14	11,980,160.77
	0.00	0.00	0.00
Monthly Interest Received-Current Fund	59,415.52	16,788.52	42,627.00
Interest Rate		2.00%	2.00%

CASH RECONCILIATION JANUARY 31, 2019

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	459,715.67	9,622,108.67	613,693.53	9,468,130.81
Trust - Assessment				
Trust - Dog License	95.00	9,908.61	35.40	9,968.21
Trust - Other	900.00	3,311,936.06	51,573.62	3,261,262.44
Capital - General	0.00	0.00	0.00	0.00
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
Total	460,710.67	12,943,953.34	665,302.55	12,739,361.46

*Include Deposits In Transit (and change funds)

**Be sure to include a Public Assistance Account reconciliation and trial balance if the municipality maintains such a bank account.

REQUIRED CERTIFICATION

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 31-Jan-19

I also certify that all amounts, if any, shown for Investments In Savings and Loan Association on any trial balance have been verified with the applicable passbook at 31-Jan-19

All "Certificates of Deposits," "Repurchase Agreements," and other investments must be reported as cash and included in this certification.

(THIS MUST BE SIGNED BY THE REGISTERED MUNICIPAL ACCOUNTANT (STATUTORY AUDITOR) OR CHIEF FINANCIAL OFFICER) depending on who prepared this Annual Financial Statement as certified to on Sheet 1 or 1(a).

Signature:

Lauren Reed

Title: CFO, Township of Lower

CASH RECONCILIATION FEBRUARY 28, 2019

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	638,467.98	12,025,505.56	671,023.45	11,992,950.09
Trust - Assessment				
Trust - Dog License	46.49	11,137.88	655.20	10,529.17
Trust - Other	942.17	3,272,799.33	5,822.35	3,267,919.15
Capital - General	0.00	11,816,554.81	0.00	11,816,554.81
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
Total	639,456.64	27,125,997.58	677,501.00	27,087,953.22

*Include Deposits In Transit (and change funds)

**Be sure to include a Public Assistance Account reconciliation and trial balance if the municipality maintains such a bank account.

REQUIRED CERTIFICATION

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at 28-Feb-19

I also certify that all amounts, if any, shown for Investments in Savings and Loan Association on any trial balance have been verified with the applicable passbook at 28-Feb-19

All "Certificates of Deposits," "Repurchase Agreements," and other investments must be reported as cash and included in this certification.

(THIS MUST BE SIGNED BY THE REGISTERED MUNICIPAL ACCOUNTANT (STATUTORY AUDITOR) OR CHIEF FINANCIAL OFFICER) depending on who prepared this Annual Financial Statement as certified to on Sheet 1 or 1(a).

Signature:

Lauren Reed

Title: CFO, Township of Lower