

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
September 21, 2020 - 7:00 P.M.

Meeting called to order

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

Work Session

Consent Agenda

Approval of Minutes September 9, 2020
Res. #2020-248 Payment of Vouchers \$162,199.97
Res. #2020-249 Authorization for the Payout of Accumulated Compensatory Time (B.McEwing \$3,035.91)
Res. #2020-250 Annual Renewal of Liquor Licenses for the Year 2020-2021
Res. #2020-251 Amend Resolution #2020-26; Appointment of Municipal Engineer for the year 2020 as a Professional Service Contract without Public Bidding (\$50,000)
Res. #2020-252 Authorization for the Refund of Taxes (4 properties, \$3425.11)
Res. #2020-253 Approving a Professional Service Contract with Mott MacDonald for Professional Engineering, Landscape Architect, Surveying & Environmental Services for the Rotary Community Park Improvements Project (\$78,950)
Res. #2020-254 Bid Acceptance and Contract Award of 2019 Road Program Resurfacing States Avenue (South State \$240,879.30)

Regular Agenda

Manager's Report

Engineer's Report – Shawn Carr

Administrative Reports

Monthly - Finance

Council Comments

Call to the Public

Adjournment

This Meeting will be open to the public with a room capacity of 25 persons according to Governor Murphy's Executive Orders. Anyone wishing to participate in this meeting is urged to do so by dialing 1-646-749-3122. Access Code: 668-039-501#.

COUNCIL MEETING MINUTES – SEPTEMBER 9, 2020

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on September 9, 2020 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 Thomas Conrad via GoToMeeting
Councilmember Kevin Coombs
Councilmember Roland Roy, Jr.
Deputy Mayor David Perry
Mayor Frank Sippel

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

Mayor Sippel thanked the Lower Township Police Department for their service.

Councilmember Roy thanked the Lower Township Police Department, on behalf of Council, for their daily sacrifice and service to the community. He also congratulated Sergeant Majane on his promotion.

Mayor Sippel also recognized Steve Long of the Cape May County Sheriff's Department.

Work Session

Swearing In of Sergeant Michael Majane

Mayor Sippel administered the Oath of Office to Sergeant Michael Majane. Sergeant Majane's mother, Delores Majane, and his daughter, Aubrey Majane, held the Bible. His wife, Erin Fitzpatrick Majane, pinned on his badge. Mayor Sippel spoke briefly about Sergeant Majane's father and the pride he felt for his son.

Consent Agenda

Approval of N.J. State Fireman's Association Membership Application: M. Haibach, Erma Volunteer Fire Co.

Approval of Minutes – August 17, 2020

Res. #2020-235 Payment of Vouchers \$ 1,415,764.90

Res. #2020-236 Bid Acceptance and Contract Award for Jonathan Hoffman Playground Improvements – Mitnick Park (\$384,630.57)

Res. #2020-237 Under 3% Emergency Resolution (N.J.S.A.40A:4-48) (\$60,000)

Res. #2020-238 Approval of Change Order #1 for South State Inc - Final As-Built Quantity Adjustments (\$5,607.24 Decrease)

Res. #2020-239 Annual Renewal of Liquor Licenses for the Year 2020-2021

Res. #2020-240 Authorization for Refund of Taxes

Res. #2020-241 A Resolution of the Township of Lower Canceling Certain Taxes per Agreement/Resolution #2013-271 (\$504.03)

Res. #2020-242 A Resolution Authorizing a Request for Funds from the Lower Township Municipal Utilities Authority (\$160,000)

Res. #2020-243 Approval of Change Order #1 to South State for 2019 Road Program – Phase 2, Section 1 for Arizona Ave, Capital Lane, Republic Lane, Union Lane and Federal Lane (Net increase of \$39,318.60)

Res. #2020-244 Approval of Change Order #1 for DeBlasio & Associates for Additional Professional Engineering Services for the 2019 Road Program; Phase 2, Section 1; Resurfacing Portions of Arizona and States Avenue

Res. #2020-245 Authorization for the Payout of Accumulated Sick Time (W.Priole \$44,532.25 into 457 Plan)

Res. #2020-246 Authorization for the Payout of Accumulated Sick Time (D.Whitten \$43,207.25 into 457 Plan)

Councilmember Conrad commented on Resolution #2020-243 and #2020-244, pointing out the need to repair damaged roads and storm drains.

On the Consent:

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS			X				
ROY		X	X				
PERRY			X				
SIPPEL	X		X				

Regular Agenda

Res. #2020-247 Authorizing the Payment of Vouchers (L/T Rescue \$10,000)

James Sanford, E. Raleigh Ave., requested vouchers related to this resolution. Clerk Picard agreed to get the information to Mr. Sanford in the morning.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD					X		
COOMBS		X	X				
ROY			X				
PERRY	X		X				
SIPPEL			X				

Ordinance #2020-15 - An Ordinance Enacting Chapter 96, Public Construction Contracts, of the Code of the Township of Lower, Establishing "Responsible Bidder" Requirements with Regards to Public Construction Projects Awarded Throughout the Township –This is the second reading and Public Hearing. This Ordinance has been posted, published and made available to the public.

Andrew Bulakowski, 510 Hollywood Rd, addressed Council and thanked them for recognizing the need for this ordinance and making the residents a priority. He commended their efforts in unbinding the Township's hands regarding awarding contracts.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD			X				
COOMBS			X				
ROY		X	X				
PERRY	X		X				
SIPPEL			X				

Manager's Report

Manager Ridgway gave Council an update on several matters including short-term rentals, the pre-construction meetings for the Foster House and Jonathan Hoffman Park, and Open Space funding for Mulligan Field and Rotary Park. He also reported to Council about the outcome of tax appeals and thanked the unsung heroes in the Township, including the cleaning staff, Police and Public Works Departments.

Administrative Reports

Certification of Mailing of Tax Bills
 Monthly Reports – Clerk, Construction, Dog, tax, Vital
 Personnel Action Report

Council Comments

Councilmember Conrad commended the Planning and Zoning Boards for pressing through their virtual meetings. He also thanked all Township volunteers and departments for doing a great job.

Councilmember Coombs thanked Township employees for their clean-up efforts after the storm. He also commented on the Lower Township Elementary and LCMR Schools transitioning back to school.

Councilmember Roy thanked Manager Ridgway and staff for their efforts in helping to make Lower Township a great community.

Deputy Mayor Perry complimented Township employees and Township Firefighters for a great job.

Manager Ridgway updated Council about progress with beach accesses.

Deputy Mayor Perry communicated appreciation from residents about the Folsom Drive access.

Mayor Sippel announced the following upcoming events: 9-11 virtual ceremony, Food Drive, and Veteran's Day Parade. He also commented on short-term rentals and the outcome of a Zoning Board Application.

Call to the Public

James Sanford, E Raleigh Ave., addressed Council with concern about emergency services to Diamond Beach. He advised Council that a group has been formed called Diamond Beach Citizens Action Group.

Mayor Sippel agreed to look further into the matter.

Manager Ridgway agreed to work on a solution but reminded that these things take time.

Mr. Sanford thanked Manager and Council for their time and agreed to assist if needed.

Adjournment

There being no further business to address, motion to adjourn moved by Deputy Mayor Perry, seconded by Councilmember Coombs. Motion to adjourn was unanimous. Meeting adjourned at 7:41 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01653 GENTILINI FORD*	20-02150	09/15/20	MATERIALS FOR TRUCKS	Open	156.20	0.00		
01690 GRANTURK EQUIPMENT CO*	20-02149	09/15/20	HOSE/DPW	Open	2,854.40	0.00		
01806 ANTHONY J HARVATT, II, ESQ	20-02074	09/09/20	RESOLUTIONS	Open	1,200.00	0.00		
01873 HOME DEPOT*	20-01467	06/18/20	BLDG/DPW/	Open	189.90	0.00		
01898 HERITAGE BUSINESS SYSTEMS, INC*	20-02156	09/15/20	PRINTER MAINT 9/9-12/08/20	Open	2,129.61	0.00		
02025 HUNTER JERSEY PETERBILT*	20-01809	08/03/20	MATERIALS FOR TRUCKS	Open	2,296.66	0.00		
	20-02147	09/15/20	SUPPLIES FOR TRUCKS/DPW	Open	637.75	0.00		
					2,934.41			
02108 KEEN COMPRESSED GAS CO*	20-01427	06/12/20	COMPRESSED AIR	Open	215.36	0.00		
02134 THOMAS KEYWOOD	20-02172	09/16/20	CONTRACTUAL REIMBURSEMENT M	Open	843.74	0.00		
02183 KLENSWITE POOL SPA SUP.CO INC*	20-01452	06/18/20	5 GALLON CARBOYS/CHLORINE	Open	2,235.00	0.00		
02247 LAWSON PRODUCTS, INC.*	20-01890	08/10/20	SUPPLES FOR DPW GARGAGE/AUG	Open	699.87	0.00		
02248 LAWMEN SUPPLY*	20-02009	08/28/20	AMMO	Open	4,920.66	0.00		
02334 LOWER TWP CHAMBER OF COMMERCE	20-02042	09/03/20	MEMBERSHIP DUES -10/20-9/30/21	Open	160.00	0.00		
02627 MATTHEW MCGAFFNEY	20-02141	09/15/20	SUMMER BASKETBALL REFEREE	Open	520.00	0.00		
02811 JAMES MOY	20-02121	09/14/20	CONTRACTUAL REIMBURSEMENT M	Open	197.23	0.00		
03072 NJ STATE LEAGUE OF MUNICIPALIT*	20-02102	09/10/20	LEGISLATIVE BULLETIN 20/21	Open	28.00	0.00		
03280 PARAMOUNT SANITARY SUPPLY*	20-02034	09/02/20	TRASH BAGS FOR BUILDINGS	Open	520.00	0.00		
03449 EUROFINS QC INC*	20-01547	06/26/20	2020 SEASONAL POOL CONTRACT	Open	1,505.50	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03460 V.E. RALPH & SON, INC.*	20-01781	07/29/20	AED MACHINE PADS & BATTERIES	Open	1,085.00	0.00		
03495 ELIZABETH BYRNE	20-00616	03/04/20	CONTRACTUAL REIMBURSEMENT M	Open	379.86	0.00		B
03518 RIGGINS, INC.*	20-02082	09/09/20	OFF HIGHWAY DIESEL	Open	418.66	0.00		
	20-02165	09/15/20	OFF HIGHWAY DIESEL	Open	<u>288.71</u>	0.00		
					707.37			
03820 MUNICIPAL UTIL. AUTH ON CALL	20-02109	09/14/20	REIMBURSE HALF OF TOTAL BILL	Open	295.46	0.00		
03844 GIACOMO TROMBETTA	20-02105	09/11/20	CONTRACTUAL REIMBURSEMENT M	Open	178.00	0.00		
03985 VILLAS NAPA AUTO PARTS	20-01485	06/18/20	RDS/SANT/RECY/DPW/	Open	1,844.95	0.00		
03992 VAL-U AUTO PARTS LLC*	20-01229	05/26/20	RDS/SANT/RECY/DPW/JUNE	Open	3,502.98	0.00		
04097 CINTAS FIRST AID AND SAFETY*	20-02160	09/15/20	MEDICAL CABINET REFILL	Open	47.11	0.00		
	20-02161	09/15/20	9/14/20 TOWNHALL FIRST AIDE	Open	24.31	0.00		
	20-02166	09/15/20	FIRST AID SUPPLIES	Open	<u>104.78</u>	0.00		
					176.20			
04301 SEASHORE ASPHALT CORPORATION*	20-01477	06/18/20	ASPHALT/PATCH/RDS/AUG	Open	130.00	0.00		
04510 LEADER PRINTERS*	20-01806	08/03/20	letterhead	Open	195.74	0.00		
06034 SOUTH JERSEY PAPER PRODUCTS*	20-01203	05/20/20	SOCIAL DISTANCE FLOOR SIGNS	Open	176.14	0.00		
7091 STEVE SELBY	20-02143	09/15/20	SUMMER BASKETBALL REFEREE	Open	400.00	0.00		
7117 NJLM	20-02098	09/09/20	LEGISLATIVE BULLETIN 2020-2021	Open	7.00	0.00		
7181 JENNIFER KELLY, PHD, LLC*	20-01995	08/25/20	PRE-EMPLOYMENT SCREENING	Open	425.00	0.00		
	20-02008	08/27/20	FITNESS FOR DUTY	Open	<u>2,000.00</u>	0.00		
					2,425.00			
7300 SAM LAWLER	20-02115	09/14/20	REIMBURSEMENT- FOOTBALL COACH	Open	30.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7354 FLEETPRIDE INC.*								
	20-02086	09/09/20	MATERIALS FOR TRUCKS/DPW	Open	105.38	0.00		
7475 SUZANNE M SCHEID								
	20-02070	09/08/20	CONTRACTUAL REIMBURSEMENT M	Open	15.00	0.00		
	20-02120	09/14/20	CONTRACTUAL REIMBURSEMENT M	Open	40.00	0.00		
	20-02122	09/14/20	CONTRACTUAL REIMBURSEMENT M	Open	<u>65.18</u>	0.00		
					120.18			
7478 WINDSTREAM COMMUNICATION INC*								
	20-02155	09/15/20	AUG 29TH PHONE SERVICE	Open	64.97	0.00		
7507 STEFANKIEWICZ & BELASCO LLC								
	20-00221	01/17/20	DNE \$116K EXPENSES RES 2020-01	Open	9,880.52	0.00		
7508 BLANEY & KARAVAN PC*								
	20-00155	01/10/20	RES# 2020-02 LABOR DNE \$40K	Open	3,164.00	0.00		B
7556 ATLANTIC ENVELOPE COMP, INC*								
	20-02036	09/02/20	envelopes	Open	236.25	0.00		
7618 MEGONIGAL ELECTRIC LLC*								
	20-02029	09/02/20	REPLACE JUNCTION BOX-REC CENTE	Open	250.00	0.00		
7636 MOTT MACDONALD LLC*								
	19-01269	05/02/19	ROSEANN AVE PHASE 3 RES 19-157	Open	871.00	0.00		B
	20-00566	03/02/20	MULLIGAN CO#1 DESIGN PHS 20-92	Open	5,845.00	0.00		
	20-01002	04/22/20	CO 3 ROSEANNE RES 2020-137	Open	2,862.00	0.00		
	20-01733	07/22/20	CO 1 RES 2020-201 CDBG 20 GRNT	Open	1,131.25	0.00		B
	20-01992	08/25/20	C/O #1 J HOFF PARK RES20-230	Open	6,310.00	0.00		B
	20-01997	08/26/20	C/O #2 MOTT-MULLIGAN RES20-232	Open	6,524.00	0.00		B
	20-02078	09/09/20	ZONING BD. ENG. VOUCHERS	Open	536.25	0.00		
	20-02083	09/09/20	ZBA BD. ENG. VOUCHERS	Open	<u>1,349.00</u>	0.00		
					25,428.50			
7649 RICHARD E. PIERSON MATERIALS*								
	20-01957	08/20/20	I5 GRAVEL & SAND- BEACH ACCESS	Open	449.19	0.00		B
7752 STEPHEN DEHORSEY								
	20-02116	09/14/20	REIMBURSEMENT-SOCCER COACH	Open	30.00	0.00		
7820 DEBLASIO & ASSOCIATES, P.C*								
	19-02342	08/21/19	2019 ROAD PROGRAM	Open	4,677.50	0.00		
	20-01344	06/04/20	2019 ROAD PHASE 2/ SEC1 20-170	Open	9,315.00	0.00		B
	20-01870	08/10/20	WILS DR,1ST,2ND,3RD RES 20-212	Open	<u>3,000.00</u>	0.00		B
					16,992.50			
7921 WILLIAM PORCH								
	19-00958	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	36.65	0.00		
	20-01038	04/22/20	EQUIPMENT ALLOWANCE 2020	Open	<u>123.34</u>	0.00		B
					159.99			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7929	AMAZON CAPITAL SERVICES, INC							
	20-02035	09/02/20	BUDGET SUPPLIES	Open	244.39	0.00		
	20-02043	09/03/20	BATTERIES	Open	255.66	0.00		
	20-02048	09/03/20	CARBON MONOXIDE DETECTORS	Open	41.95	0.00		
	20-02080	09/09/20	OFFICE SUPPLIES	Open	415.23	0.00		
					957.23			
7985	EAW SECURITY							
	20-02097	09/09/20	CYBER KEY ANNUAL 10/1-10/31/21	Open	2,000.00	0.00		
8009	MICHAEL NELSON							
	20-02158	09/15/20	REFUND- CHEERLEADING	Open	20.00	0.00		
8044	STEVE RATTY							
	20-02164	09/15/20	SUMMER BASKETBALL REFEREE	Open	200.00	0.00		
8131	DOCUVAULT SECURE SHREDDING LLC							
	20-02100	09/09/20	8/31/20 SHREDDING	Open	168.00	0.00		
8151	MINDY SILVER							
	20-02123	09/15/20	B-548 L-15 SILVER	Open	1,047.57	0.00		
8197	GREAT AMERICAN FINANCIAL SERV							
	20-01803	08/03/20	JULY TO DEC LEASE PAYMENT MAIL	Open	560.00	0.00		
8211	CONFIRE FIRE PROT SERV LLC*							
	20-01703	07/16/20	CONNECTING/UPGRADING FIRE SYST	Open	3,819.48	0.00		
8212	MICHAEL CALAFATI ARCHITECT LLC							
	20-00610	03/04/20	FOSTER HOUSE C/O 1 RES 20-101	Open	2,314.99	0.00		B
8214	USPS							
	20-02124	09/15/20	OVERNIGHT BILL WINDSTREAM	Open	26.35	0.00		PC1
8378	JILLIAN TILSNER							
	20-02081	09/09/20	REIMBURSEMENT- CHEER	Open	20.00	0.00		
8380	ALISANDRA ALMEYDA							
	20-02093	09/09/20	REIMBURSEMENT- CHEER	Open	20.00	0.00		
8381	PAMELA HENRY							
	20-02094	09/09/20	REIMBURSEMENT-CHEER	Open	15.00	0.00		
8382	MEGAN BELLES							
	20-02095	09/09/20	REIMBURSEMENT- CHEER	Open	25.00	0.00		
8383	VILAMARIE PEREZ							
	20-02107	09/14/20	REIMBURSEMENT- SPRING JUDO	Open	46.00	0.00		
8385	ERIN HIGMAN							
	20-02140	09/15/20	REIMBURSEMENT-SOCCER	Open	25.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8386 ADRIENNE KENNICK	20-02145	09/15/20	REIMBURSEMENT- SOCCER	Open	20.00	0.00		
ABBA AABA MEDICAL SUPPLY*	20-01509	06/23/20	SANITIZER WIPES	Open	658.80	0.00		
BAILEYL LANCE BAILEY	20-02142	09/15/20	SUMMER BASKETBALL REFEREE	Open	240.00	0.00		
BOSNA KAREN MANETTE BOSNA	20-02069	09/08/20	YOGA ON BAY FOR AUGUST	Open	110.00	0.00		
HUNTER HEATHER HUNTER	20-02092	09/09/20	REIMBURSEMENT- FOOTBALL	Open	20.00	0.00		
<hr/>								
Total Purchase Orders:	104	Total P.O. Line Items:	0	Total List Amount:	139,151.98	Total Void Amount:		0.00

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

RESOLUTION #2020-248

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
CORELOGIC REAL ESTATE	TAX EXEMPT	\$10,111.97
STEPHEN TRUSKO	REFUND 2 ND QTR	\$1,162.68
TEDDY STRICKLAND	VET EXEMPT	\$493.79
THOMAS NUSCIS	VET EXEMPT	\$11.17
TIMOTHY & DENISE TATE	DUPLICATE PAYMENT	\$1,030.40
TARA STEFANUCCI	REFUND 3 RD QTR	\$534.52
LOUIS & MICHELE CAMMARATA	DUPLICATE PAYMENT	\$1,492.69
TARCY & MARIE BRAND	DUPLICATE PAYMENT	\$859.79
ROSEMARY SMITH	REFUND 3 RD QTR	\$630.20
MICHAEL & LINDA WINN	REFUND 3 RD QTR	\$968.48
ROBERT COLEMAN	REFUND 3 RD QTR	\$5752.30

TOTAL Manual Checks \$23,047.99

TOTAL Computer Generated \$139,151.98

TOTAL BILL LIST \$162,199.97

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
COOMBS						
ROY						
PERRY						
SIPPEL						

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 Sept 21, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION # 2020-249

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 Brian McEwing in the amount of \$3,035.91 is authorized and chargeable to the 2020 Budget account 0-01-25-240-125.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

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 September 21, 2020.

Julie A Picard, Township Clerk



LOWER TOWNSHIP POLICE DEPARTMENT

William Mastriana
Chief of Police

CAPTAIN WILLIAM PRIOLE
Executive Officer

CAPTAIN KEVIN LEWIS
Administrative Captain

LIEUTENANT DONALD VANAMAN
Operations Lieutenant

LIEUTENANT DOUGLAS WHITTEN
Investigative Lieutenant

LIEUTENANT CHARLES RYAN
Administrative Lieutenant

SFC. ROBERT HARTMAN, JR.
Administrative Sergeant

HEADQUARTERS
Cape May County Airport
405 Breakwater Road
Erma, NJ 08204

Office: (609) 886-1619
Fax: (609) 886-5289

Date: September 10, 2020

To: Chief William Mastriana

From: DSG Brian McEwing

Subject: Comp Time

Sir,

I am writing to request to sell back sixty (60) hours comp time. The reason for this request is to continue ongoing home improvement projects.

Respectfully Submitted,



DSG Brian McEwing

OK Capt. WB 139

*60
x 50.5985

3035.91*

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

RESOLUTION #2020-250

Title: ANNUAL RENEWAL OF LIQUOR LICENSES FOR THE YEAR 2020-2021

WHEREAS, applications have been made by the persons, firms, and/or corporations hereinafter named for renewal of Plenary Retail Consumption Licenses, Plenary Retail Distributions Licenses and/or Club Licenses, heretofore granted by this issuing authority; and

WHEREAS, all requirements of the applicants have been met, including the payment of the required fees and all laws and regulations for the control of alcoholic beverages; and

WHEREAS, this governing body is of the opinion that said applications should be granted and licenses issued.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, the Municipal Issuing Authority, that the licenses be issued to the person, firms and/or corporations named on the attached Schedule "A" for the period of one year commencing July 1, 2020 through June 30, 2021.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

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 September 21, 2020

Julie A Picard, Township Clerk

SCHEDULE "A"

<u>Number</u>	<u>Name & Address</u>	<u>Type</u>	<u>Amount</u>
0505-33-007-004	Two Mile Crab House, LLC Fishdock Road Wildwood NJ 08260 t/a Two Mile Crab House	PRC	\$2,000.00
0505-33-015-009	HC Farms This Licenses has not been transferred to a location	PRC	\$2,000.00
0505-33-012-008	JEL Liquor LLC. 5101 Shawcrest Road, Lower Township Wildwood, NJ 08260 t/a The Bay Club	PRC	\$2,000.00

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

RESOLUTON #2020-251

Title: **AMEND RESOLUTION #2020-26; APPOINTMENT OF MUNICIPAL ENGINEER FOR THE YEAR 2020 AS A PROFESSIONAL SERVICE CONTRACT WITHOUT PUBLIC BIDDING**

WHEREAS, Resolution #2020-26 was adopted by Township Council at a meeting held January 6, 2020 to appoint Mott MacDonald as the Municipal Engineer for the Calendar Year 2020 at a price of Not To Exceed \$450,000; and

WHEREAS, Mott MacDonald has provided a proposal for a capital project resulting in a request to increase the Not To Exceed Amount by an additional \$50,000, making the new Total \$500,000; and

WHEREAS, the CFO has determined sufficient funds will be available in the budget as follows:

Appropriation: Various Capital Ordinances

CFO 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 the aforementioned amendment to Resolution #2020-26 in the amount of \$50,000 is hereby approved, increasing the Not To Exceed amount to \$500,000.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

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 September 21, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-252

Title: AUTHORIZATION FOR REFUND OF TAXES

WHEREAS, the Township Tax Collector has certified an overpayment due to the reasons listed below;
and

WHEREAS, a refund is due.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the CFO/Treasurer be and the same is authorized and directed to refund the overpayments according to the Tax Collector's certification on file with the CFO/Treasurer.

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
548	15	Mindy Silver 207 Town Bank Road	H/O Paid/Mortgage Resp	\$ 1,047.57
728	22	John Ferullo 206 E South Station Road	H/O Paid/Mortgage Resp	\$ 1,907.04
349.10	4.01	Robert McGeehan 2409 Bayshore Rd	Veteran Ded. – 100%Exempt	\$ 250.00
349.10	4.01	Core Logic / McGeehan 2409 Bayshore Road	Veteran Exemption 8/12/20	\$ 220.50

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

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 September 21, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-253

Title: **APPROVING A PROFESSIONAL SERVICE CONTRACT WITH MOTT MACDONALD FOR PROFESSIONAL ENGINEERING, LANDSCAPE ARCHITECT, SURVEYING & ENVIRONMENTAL SERVICES FOR THE ROTARY COMMUNITY PARK IMPROVEMENTS PROJECT**

WHEREAS, the Township of Lower is given authority by N.J.S.A. 40A:11-1 *et seq.* to enter into contracts for "Professional Services" without competitive bidding, when the need arises, so long as the award of such contract is made public by a Resolution of the Governing Body and satisfies the requirements of the New Jersey Pay-to-Play law; and

WHEREAS, Mott Macdonald has provided the attached proposal in the amount of \$78,950.00 for Professional Engineering, Landscape Architect, Surveying & Environmental Services for the Rotary Community Park Improvements Project, including the following scope of work:

Survey, Wetlands Delineation and Minor Subdivision	\$ 17,800
Conceptual Design	\$ 8,400
Design Development	\$ 20,550
Permitting/Approvals	\$ 18,000
Construction Documents	\$ 9,400
Bidding Services	\$ 4,800
Total Proposal	<u>\$ 78,950</u>

and the CFO has certified the availability of funds in the following budget lines as evidenced her signature:

Appropriation: C-04-55-422-910

Signature: _____
Lauren Read, CFO

WHEREAS, Mott MacDonald has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political candidate or committee in the Township of Lower in the previous year and will prohibit him from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a Professional Service Contract without public bidding is awarded to Mott MacDonald for the Rotary Community Park Improvements Project in the amount of \$78,950.

BE IT FURTHER RESOLVED that this award shall be published in the Township's Official newspaper.

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

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 September 21, 2020.

Julie A Picard, Township Clerk



Mr. Mitchell Plenn
Superintendent of Parks and Recreation
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Via email at recreation@townshipofflower.org

Your Reference
Rotary Community Park
Improvements

**Professional Engineering, Landscape Architect, Surveying & Environmental
Services Proposal – Rotary Community Park Improvements
Block 410.01, Lots 50, 51.01, 51.03 & (48 & 49, As Determined)
6.9 Acres±
Township of Lower, Cape May County, New Jersey**

Our Reference
507102022

September 8, 2020

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

Dear Mr. Plenn:

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

Mott MacDonald is pleased to submit this proposal to provide professional engineering, landscape architecture, surveying and environmental services for the site known as Rotary Community Park located along Bayshore Road. The project site is located within Block 410.01, Lots 50, 51.01 and 51.03 (and potentially 48 & 49, to be determined), which are currently owned by the Lower Township Municipal Utilities Authority (LTMUA). The Township intends to renovate the existing playground by replacing aged playground structures with a new ADA compliant playground, new shade structure, parking improvements, addition of walking paths, and removal of the existing restroom building which is no longer in use. Wetlands are located on the site and wetlands transition areas impact the proposed improvements. It is our understanding that the LTMUA has agreed to "carve out" a piece of their property that is currently occupied by the Township's Rotary Community Park and convey that piece of property to the Township.

This proposal includes the following:

- Conducting an outbound and topographic survey of the above properties including wetlands delineation;
- Preparation of a minor subdivision plan and deed description which will subdivide the above referenced lots;
- Recordation of minor subdivision plat;
- Preparation of a concept plan to be approved by the Township;
- Detailed design and plan preparation which will be used to obtain the necessary environmental permits;
- Environmental permitting services including NJDEP Freshwater Wetlands General Permit and Transition Area Waiver;
- Preparation and submission of Cape May County subdivision and site plan applications;
- Preparation of final construction documents including plans and specifications; and
- Bidding services.

We have developed the following scope of services for the preparation of the above improvements.

Task 1 Survey, Wetlands Delineation and Minor Subdivision

- Establish survey control for the site utilizing Continuously Operating Reference Stations (CORS). The Horizontal Datum will be NAD83 and the Vertical Datum will be NAVD88.
- Perform an outbound survey of Block 410.01, Lots 50, 51.01 & 51.03 (and 48 & 49, as needed) for the preparation of a plan of survey. The Professional Land Surveying work for this project will include surveying crew time for the reconnaissance and location of the real property evidence and Licensed Land Surveyor time to review the horizontal evidence recovered and compare said evidence to the public record, in order to compute the retraced location of the boundaries of the parcels.

This survey will be performed for the purposes of subdividing and transferring a portion of the above referenced properties (owned by the LTMUA) to the Township of Lower.

- Perform a topographic survey of the project area as required to complete the design tasks. The topographic survey will include one-foot contours, supplemented with spot elevations where it is necessary to depict the existing topography. In addition, existing features that are visible on site—such as park amenities and structures, large diameter trees in the park, walking paths, and existing parking area for the park—will be located to accurately depict the current conditions. Existing surface utility features and structures within the project area, including visible utility mark-out paint and/or flags, will also be located.
- Perform background research and site investigation to determine the extent of freshwater wetlands on the subject property. Freshwater wetlands shall be identified and delineated using the three-parameter approach (vegetation, soils and hydrology) as enumerated in the 1989 Federal Manual. The site investigation will be limited to wetlands within 150' of the project site. Observation points (soil borings) and wetland points shall be flagged in the field using pink survey ribbon.
- Acquire right-of-way information for Bayshore Road.
- Prepare a "Plan of Survey" for the properties.

The plan of survey will be prepared using AutoCAD 2019 incorporating the above information on a 24" x 36" (D Size) drawing and will include the following:

- Metes and Bounds of the outbounds of the properties in question;
- Topography as detailed above;
- Encroachments of structures both on the premises in question and/or adjoining properties;
- Fences, tree rows, hedges, streams, ditches, building locations, easements and any physical occupation that influence the property line determination only; and
- Setting of all property corners as required under N.J.A.C.13:40-5.1.



Upon completion of the plan of survey, Mott MacDonald will meet with the LTMUA and Lower Township to review the survey findings and to finalize the location of the proposed subdivision lines which will create the lot to be transferred.

- Prepare a “Minor Subdivision Plan” showing the proposed location of the subdivision lines as agreed to by all parties. It is our understanding that the proposed subdivision will be effected through the recording of a filed map under New Jersey’s Title Recordation Law. In addition to the preparation of the plan, Mott MacDonald will prepare deed descriptions for the new lot to be created and provide it to the Township’s attorney for his preparation of the legal description to transfer the title of the newly created lot.
- All subdivision of land within Cape May County shall be submitted to the County Planning Board for review and/or approval. We will prepare the required application and forward (with the proposed minor subdivision) to the Township’s attorney for his review and subsequent submittal to the County.

We propose to complete the scope of work outlined above (**Task 1**) for the lump sum amount of **\$17,800**. This lump sum cost is based on the following:

- The lump sum cost, as outlined above, does not include the research or resolution of any title issues (i.e. survey overlaps, gores, etc.) that may arise based on conflicting deeds and monumentation discovered during the performance of the field work or preparation of the survey.
- It is also assumed that the proposed minor subdivision will not require municipal planning approval.

Task 2 Conceptual Design

Mott MacDonald will prepare a conceptual layout for the proposed playground and parking lot improvements through coordination with the Township’s Recreation Department. The Township’s Small Cities CDBG Grant Application’s Conceptual Site Plan will be used as a guide for the layout and the type of playground components the Township is interested in incorporating into the site. Mott MacDonald will develop one (1) conceptual design for the layout of the proposed improvements for presentation to the project stakeholders for discussion and evaluation. Input gathered from one (1) meeting with the stakeholders will be synthesized into the final conceptual plan.

During this task Mott MacDonald will prepare an order of magnitude construction cost estimate for the improvements.

We propose to complete the scope of work outlined above (**Task 2**) for the lump sum amount of **\$8,400**.

Task 3 Design Development (90% Design)

Mott MacDonald will advance the approved conceptual design plan through Design Development Documents (90% Design). The plans developed during this phase will be to a level of detail and engineering for submission

of any permit applications. Mott MacDonald will expand upon the conceptual design plan and design site improvements including:

3.1 Site Layout and Dimensioning

The Mott MacDonald design team will advance the approved conceptual design to illustrate final material selections, horizontal and vertical organization and detailed design of proposed playground, playground equipment and parking lot improvements. Mott MacDonald anticipates modifying the existing parking lot including minor widening and delineation of angled parking on site. The site layout will include the design of pathways throughout the site and ADA compliant access from the parking area to the playground. Site restoration and any landscaping enhancements will be included as well. The design team will also prepare the necessary construction details for the proposed improvements. This will include the incorporation of the specifications for the selected playground/fitness equipment.

3.2 Grading and Drainage

Necessary grading will be incorporated to enhance the spaces and provide positive drainage. Design of stormwater management features to comply with the Stormwater Management Rules for a Major Development with regards to stormwater quantity, quality and recharge (N.J.A.C. 7:8) are not included, as we assume the improvements will not exceed ¼ of acre of new impervious cover. Nor will the overall project disturbance exceed one acre; however, we do anticipate designing rain gardens or other stormwater management features to retain stormwater runoff on site, which may increase due to additional impervious surfaces. A stormwater report will be prepared for submission to Cape May County as part of the site plan application.

3.3 Cost Estimating

During this task Mott MacDonald will revise the approved Order of Magnitude cost estimate developed during Task 2 to a Construction Cost Estimate level. This estimate will refine the budget costs developed under Task 2 including detailed demolition/removal, repairs, site improvements, grading/drainage, etc.

We propose to complete the scope of work outlined above (**Task 3**) for the lump sum amount of **\$20,550**

Task 4 Permitting/Approvals

The project will require Soil Erosion Sediment Control Certification (SESC), NJDEP Freshwater Wetlands General Permit and Transition Area Waiver, and Cape May County Site Plan Approval. Mott MacDonald will utilize the design documents completed under Task 3 to apply for these permits and approvals. Our work under this task includes the following:

4.1 Soil Erosion and Sediment Control (SESC) Certification

Mott MacDonald will prepare a Soil Erosion and Sediment Control (SESC) Plan Certification Application for submission to the Cape-Atlantic Soil Conservation District. The application will include details on the control

devices, temporary, and permanent seeding requirements, standard soil erosion control notes, etc.

The SESC Plan Certification is required when there is a disturbance of land greater than 5,000 square feet. It is required for the purpose of ensuring that there is no off-site migration of soil due to an increase in surface runoff as a result of construction, mud tracking by vehicles, or blown dust. The following must be submitted for a Soil Erosion and Sediment Control Plan:

- Standard SCD application form
- Project plans, soil erosion and sediment control plan
- Soil mapping and hydraulic calculations
- USGS location map
- Application fee (to be provided by Lower Township)

4.2 NJDEP Freshwater Wetlands General Permit and Transition Area Waiver

Mott MacDonald will prepare an application to the NJDEP for a combined Freshwater Wetlands General Permit and Transition Area Waiver.

Per N.J.A.C. 7:7A-7.17 a General permit 17 authorizes activities in freshwater wetlands, transition areas, and/or State open waters necessary for construction of a trail and/or boardwalk for use by pedestrians, bicycles, and other non-motorized methods of transport. Mott MacDonald will prepare an application to the NJDEP for a Freshwater Wetlands Transition Area Waiver w/o an LOI. The transition area waiver will either modify the transition areas or permit park related construction activities within the freshwater wetlands transition areas of the wetlands delineated adjacent to the park. This Task includes a request for a Natural Heritage database report from the NJDEP Office of Natural Lands Management. The General permit and Transition Area Waiver shall be prepared and submitted to the NJDEP in accordance with the Freshwater Wetlands Protection Act rules under NJAC 7:7A, last revised 7/15/19 and the appropriate NJDEP Checklists for Administrative Completeness including public notices as required.

Conditions / Notes:

1. NJDEP application fees are not included in this cost proposal and shall be the responsibility of the client/applicant.
2. The General Permit and Transition Area Waiver applications will be prepared and submitted to the NJDEP with the information required for an LOI as a single application.
3. Based on the following, no Flood Hazard Area Control Act permit application preparation is included in this scope of work:

Preliminary site investigations indicate that the park is adjacent to an upper tributary of Cox Hall Creek. The existing defined ditch is a regulated water under N.J.A.C. 7:7-13 NJ Flood Hazard Area Control Act rules. For each regulated water, as described at N.J.A.C. 7:13-2.2, the Department identifies and regulates the water and the area surrounding it in two different ways to include, the flood hazard area and/or the riparian area.

Desk top review of the FEMA FIRM and site topography determined the site is not within a regulated Flood Hazard Area per N.J.A.C 7:13- 2.3. Any segment of a water flowing through an area that contains a threatened or endangered species, and/or present or documented habitat for those species, which is critically dependent on the regulated water for survival, and all upstream waters (including tributaries) located within one mile of such habitat (measured along the length of the regulated water) shall have a riparian zone width of 150'. Local knowledge of the area indicates that the Cox Hall Creek drainage area is historically populated with Swamp Pink, a vascular plant included on the NJDEP's list of critically dependent species. Therefore, at this time we are assuming that the adjacent ditch has a 150' wide riparian buffer. This buffer extends into a portion of the park project. Therefore, proposed development of some of the trail and/or playground structures will be regulated by a Permit-by-rule under 7:13-7.22 Permit-by-rule 22 – construction of a trail and/or boardwalk and 7:13-7.25 Permit-by-rule 25 – construction of an aboveground athletic and/or recreational structure. Per 7:13-6.3 an activity that meets the requirements of a permit-by-rule may be conducted without prior Department approval.

4.3 Cape May County Site Plan Approval

Mott MacDonald has contacted the Cape May County Engineer's office and determined that Site Plan Approval from Cape May County is required for the proposed playground renovations. We will prepare the site plan application and submit, along with the application, plans and a stormwater report to the County for approval. In our recent correspondence with the County Engineer's office they indicated that review comments from the County are likely to be minor but the inclusion of signage and pavement markings along Bayshore Road providing advanced notice to motorists of the presence of children and the playground may be required. In addition, they will review to ensure that no additional stormwater runoff is discharged onto the County Road, which will be addressed in our design and stormwater report. If the County requires an application fee for the Site Plan Application we will coordinate obtaining this from the Recreation Department.

We propose to complete the scope of work outlined above (Task 4) for the lump sum amount of **\$18,000**.

Task 5 Construction Documents

Mott MacDonald will prepare the final Bid Documents (100% Plans and Specifications) incorporating any comments received during the 90% review. These documents will be used for competitive public bidding and project construction.

5.1 Contract Specifications

Complete specifications will be prepared for the proposed improvements. The technical specifications will provide the contractor with the technical information required to construct the project. The specification language from the various disciplines of engineers and architects will also be incorporated into the technical section of the specifications. The specifications will follow the three-part Construction Specification Institute (CSI) format.

5.2 Contract Plans

The final contract documents will include at a minimum the following:

- Cover sheet
- Key plan with site plan notes
- Standard notes and abbreviations
- Site Demolition Plan
- Site Layout Plan
- Parking Lot Layout Plan
- Environmental Permitting Plan
- Site Grading and Drainage Plan
- Soil Erosion and Sediment Control Plan
- Construction Details Plan
- 100% complete specifications (plus manufacturer's information for any special products proposed for the project)
- 100% engineers estimate of quantities and final cost estimate

The final project deliverables will include:

- One (1) set of regular reproducible plans on 24"x 36". Drawings prepared on CADD will be compatible with AutoCAD Systems and also submitted on CD-ROM.
- Up to fifteen (15) sets of signed and sealed plans on 24" X 36" sheets.
- Up to fifteen (15) sets of signed and sealed Final Specifications on 8 1/2" x 11" sheets. Specifications shall also be submitted in Microsoft Word format on CD-ROM.
- One (1) set of Engineer's Cost Estimates.
- Two (2) design packages, signed and sealed, containing all pertinent design data, criteria and calculations

We propose to complete the scope of work outlined above (**Task 5**) for the lump sum amount of **\$9,400**.

Task 6 Bidding Services

Mott MacDonald will assist the Township of Lower with the bidding process. During the bid phase Mott MacDonald will provide the following services.

- Answer technical questions from prospective bidders;
- Prepare addenda or clarifications resulting from bidders' inquiries during the bidding phase;
- Report to the Township when clarifications and interpretations of the Contract Documents are needed and transmit to the prospective bidders clarifications and interpretations;
- Attend the bid opening;
- Review the bids received and evaluate the completeness and accuracy of bid forms (it is assumed the Township will perform a legal review of the bidders documents – bonds, technical completeness, compliance with public bidding laws, etc.);
- Furnish a Bid Report that summarizes the information in the bids received and provide recommendations for the award of the Contract



based upon input received from references and review of bid forms; and

- Following Bid and Award Mott MacDonald will revise the contract bid documents (plans, contract documents and specifications) to incorporate all clarifications and addendum details issued during the bidding process.

Mott MacDonald's proposal is based upon one round of bidding. If for any reason, other than an error on the part of Mott MacDonald, additional round(s) of bidding are required, those additional services will be considered beyond our original scope of services.

We propose to complete the scope of work outlined above (**Task 6**) for the lump sum amount of **\$4,800**.

Cost Proposal

The following table provides a summary of our proposal fees for the above tasks:

Task	Description	Cost	Payment Method
1	Survey, Wetlands Delineation and Minor Subdivision	\$17,800	Lump Sum
2	Conceptual Design	\$8,400	Lump Sum
3	Design Development (90% Design)	\$20,550	Lump Sum
4	Permitting/Approvals	\$18,000	Lump Sum
5	Construction Documents	\$9,400	Lump Sum
6	Bidding Services	\$4,800	Lump Sum
Total		\$78,950	

PRELIMINARY PROJECT SCHEDULE

Mott MacDonald anticipates the following preliminary schedule for the various phases of the project:

Activity	Completion
Authorization to Proceed	September 2020
Kick-Off Meeting	September 2020
Survey	October 2020
Concept Plan Design and Stakeholders Meeting to Review	November 2020
Minor Subdivision Preparation and Submission	December 2020
Design Development (90%)	January 2021
Submit Permit/Site Plan Applications	February 2021
Receive Permit & Finalize Plans and Specifications (100% Design)	June 2021
Advertise for Bids	July 2021



We trust that the above scope of services and method of reimbursement meet with your approval and look forward to your authorization on this project.

Contract: Mott MacDonald will perform this work under our 2020 "Agreement for Professional Engineering Services" with the Township of Lower.

Invoicing: Compensation for this project shall be on a lump sum basis and the Township shall be invoiced on a percent complete basis.

We thank you for the opportunity to provide this Scope of Work as described above. Should you have any questions regarding the above information or should you wish to discuss this proposal in more detail, please do not hesitate to contact this office.

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink, appearing to read 'T. R. Thornton'.

Thomas R. Thornton, PE, CME
Vice President
T 609.465.9377
thomas.thornton@mottmac.com

A handwritten signature in black ink, appearing to read 'S. Carr'.

Shawn A. Carr, PE, CME
Associate
T 609.465.9377
shawn.carr@mottmac.com

cc: Jim Ridgway, Township Manager (via email)
Julie Picard, Township Clerk (via email)
Margaret Vitelli, RPPS, QPA (via email)
James K. Walz, PLS, Mott MacDonald (via email)
Jason Harkins, LLA, Mott MacDonald (via email)
Steven Morey, CEP, Mott MacDonald (via email)

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

RESOLUTION #2020-254

Title: **BID ACCEPTANCE AND CONTRACT AWARD OF 2019 ROAD PROGRAM
RESURFACING STATES AVENUE**

WHEREAS, the Notice to Bidders for the 2019 Road Program Resurfacing State Avenue Project was advertised on September 9, 2020 and accepted on September 18, 2020 at 10:00 a.m. prevailing time; and

WHEREAS, Three (3) sealed bids were submitted and reviewed by the Township Engineer, QPA and Gary Douglass; and

WHEREAS, South State Inc. was the lowest qualified bidder, complied with the specifications and supplied all required bid documents and the CFO has certified the availability of funds as evidenced by her signature below:

Appropriation: _____

CFO 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 the following contract is hereby awarded:

AWARD TO: South State Inc.

TOTAL: \$240,879.30

	MOTION	SECOND	AYE	NAY	RECUSE	ABSTAIN	ABSENT
CONRAD							
COOMBS							
ROY							
PERRY							
SIPPEL							

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 September 21, 2020.

Julie A Picard, Township Clerk

DEBLASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

September 18, 2020

VIA EMAIL

Julie Picard, Clerk
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Re: Township of Lower, Cape May County, NJ
2019 Road Program-Resurfacing of States Avenue
D&A File #: LT-C-012

Dear Ms. Picard:

We have tabulated the three (3) bids received on September 18, 2020 for the above referenced project. As such, we have determined that the lowest responsible bidder appears to be South State, Inc., P.O. Box 68, Bridgeton, NJ 08302 in the amount of \$240,879.30. Enclosed please find one (1) copy of the bid tabulation for your files.

In accordance with N.J.S.A. 40A:11-1 et seq., the award should be made to the lowest responsible bidder which appears to be South State, Inc., P.O. Box 68, Bridgeton, NJ 08302 in the amount of \$240,879.30. The contractual award should be made contingent upon approval from the Township Purchasing Agent, Chief Financial Officer and Solicitor.

Should you have any questions or require any additional information, please do not hesitate to contact me at our office.

Very truly yours,
DeBlasio & Associates, P.C.



Marc DeBlasio, P.E., P.P., C.M.E.

President
T: 609-854-3311
Marc@deblasioassoc.com

cc: Jim Ridgway, Manager (via email w/encl.)
Margaret Vitelli, Qualified Purchasing Agent (via email w/encl.)
Gary Douglass, Public Works Superintendent (via email w/encl.)
David Stefankiewicz, Solicitor (via email w/encl.)

WWW.DEBLASIOASSOC.COM

DEBIASIO & ASSOCIATES

CONSULTING ENGINEERS AND PLANNERS

BID TABULATION

Project Name: Resurfacing of States Avenue
 D&A Project #: UT-C-012
 Client: Township of Lower
 Bid Opening Date: 09/18/2020

Item #	DESCRIPTION	QUANTITY & UNITS		UNIT PRICE	AMOUNT	Arthur Henry, Inc. 3031 Ocean Heights Avenue Egg Harbor Township, NJ 08234		South Starz, Inc. P.O. Box 68 Bridgeport, NJ 08302		Think Pavers Hardscaping, LLC 125 Kings Highway Mount Royal, NJ 08061	
		LUMP SUM	LUMP SUM			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	TRAFFIC CONTROL	LUMP SUM	LUMP SUM	\$1,000.00	\$1,000.00	\$15,000.00	\$15,000.00	\$24,999.51	\$24,999.51	\$25,000.00	\$25,000.00
2	CLEARING SITE	LUMP SUM	LUMP SUM	\$24,900.00	\$24,900.00	\$7,500.00	\$7,500.00	\$25,000.00	\$25,000.00	\$500.00	\$500.00
3	FUEL PRICE ADJUSTMENTS	500	DOLLAR	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00
4	ASPHALT PRICE ADJUSTMENTS	1,000	DOLLAR	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$6.00	\$6,000.00	\$75.00	\$75,000.00
5	HMA PROFILE MILLING, 0.3" DEPTH	2,350	S.Y.	\$2.00	\$4,700.00	\$6.50	\$15,275.00	\$65.00	\$152,750.00	\$0.01	\$23.50
6	HOT MIX ASPHALT SURFACE COURSE, MIX 9.5M64, 3" THICK	800	TON	\$55.00	\$44,000.00	\$85.00	\$68,000.00	\$65.00	\$52,000.00	\$0.01	\$8.00
7	TURF REPAIR STRIP	2,100	L.F.	\$2.00	\$4,200.00	\$0.10	\$210.00	\$0.01	\$21.00	\$0.01	\$21.00
8	CONCRETE DRIVEWAY, 6" THICK	10	S.Y.	\$100.00	\$1,000.00	\$250.00	\$2,500.00	\$65.00	\$650.00	\$0.01	\$65.00
9	RESET EXISTING CLAMHELL	18	S.Y.	\$25.00	\$450.00	\$20.00	\$360.00	\$0.01	\$0.18	\$0.01	\$0.18
10	RESET EXISTING STONE	5	S.Y.	\$50.00	\$250.00	\$20.00	\$100.00	\$0.01	\$0.05	\$0.01	\$0.05
11	RESET EXISTING MANHOLE CASTINGS	5	UNIT	\$600.00	\$3,000.00	\$500.00	\$2,500.00	\$0.01	\$0.05	\$0.01	\$0.05
12	RESET WATER VALVE BOXES	11	UNIT	\$100.00	\$1,100.00	\$10.00	\$110.00	\$0.01	\$0.11	\$0.01	\$0.11
13	INLET, TYPE "A"	15	UNIT	\$9,400.00	\$150,400.00	\$4,000.00	\$60,000.00	\$5,200.00	\$78,000.00	\$0.01	\$0.15
14	12" HIGH DENSITY POLYETHYLENE CULVERT PIPE	500	L.F.	\$7.00	\$3,500.00	\$100.00	\$50,000.00	\$140.00	\$70,000.00	\$0.01	\$5.00
15	HOT MIX ASPHALT BASE COURSE, MIX 19M64, 2" THICK	50	TON	\$50.00	\$2,500.00	\$40.00	\$2,000.00	\$150.00	\$7,500.00	\$13.00	\$650.00
16	DENSE AGGREGATE BASE COURSE, 6" THICK	320	S.Y.	\$5.00	\$1,600.00	\$1.00	\$320.00	\$13.00	\$4,160.00	\$15.00	\$4,800.00
17	SELECT FILL	420	C.Y.	\$0.01	\$4.20	\$0.01	\$4.20	\$0.01	\$4.20	\$0.01	\$4.20
18	TEST PITS	10	UNIT	\$400.00	\$4,000.00	\$0.01	\$0.10	\$0.01	\$0.10	\$0.01	\$0.10
19	TRAFFIC MARKINGS, LINES, LONG-LIFE THERMOPLASTIC - 12" WIDE	150	L.F.	\$5.00	\$750.00	\$10.00	\$1,500.00	\$10.00	\$1,500.00	\$41.00	\$6,150.00
20	12" DUCTILE IRON CULVERT PIPE, CLASS 52 (IF AND WHERE DIRECTED)	100	L.F.	\$10.00	\$1,000.00	\$100.00	\$10,000.00	\$41.00	\$4,100.00	\$41.00	\$4,100.00
TOTAL AMOUNT BID BASED ON ESTIMATED QUANTITIES FOR BID ITEMS 1 - 20					\$249,854.20	\$240,879.30	\$303,051.00				

CASH RECONCILIATION AUGUST 31, 2020

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	2,172,374.67	7,991,133.44	741,051.19	9,422,456.92
Trust - Assessment				
Trust - Dog License	70.00	12,633.85	0.00	12,703.85
Trust - Other	825.37	3,818,750.03	3,741.50	3,815,833.90
Capital - General	0.00	12,917,125.21	0.00	12,917,125.21
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	2,173,270.04	24,739,642.53	744,792.69	26,168,119.88

*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-Aug-20
 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-Aug-20
 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

