

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

October 20, 2014 - 6:00 P.M.

Meeting called to order.

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

Presentation - David Pacevich - Playful Cities Designation

Consent Agenda

Approval of Minutes - October 6, 2014

- Res. #2014-277 Payment of Vouchers \$ 261,525.05
Res. #2014-278 Authorizing Terminal Leave (A.Wilusz \$517.63)
Res. #2014-279 Authorizing the Adoption of a Portion of Beach Drive, Townbank Road to Lincoln Blvd Under the Adopt-A-Road Program (Burke Motor Group)
Res. #2014-280 Grant Agreement Between the Township of Lower and the State of New Jersey By and For The Department of Environmental Protection (2013 Hurricane Sandy Coastal Relief Resiliency Competitive Grants)
Res. #2014-281 Authorization for the Payout of Accumulated Compensatory Time (E.Edwards \$2,422.68)
Res. #2014-282 A Resolution Authorizing A Grant Application and the Execution of a Grant Agreement with the New Jersey Department of Transportation for Main Street (Villas) (resurface and reconstruct Main St from Georgia Ave to Webber Ave)
Res. #2014-283 A Resolution Authorizing A Grant Application and the Execution of a Grant Agreement with the New Jersey Department of Transportation for South Clubhouse Drive (reconstruct and resurface Clubhouse South from Emerson Ave to Town Bank Rd)

Regular Agenda

- Res. #2014-284 Certification of Best Practices Inventory (required yearly)
Res. #2014-285 Amending Resolution #2014-62; Award of Contract to Wyns Consulting, LLC (additional \$600. School Issue)
Res. #2014-286 Payment of Vouchers \$ 35,000 Rescue Squad Contribution Payment
Ordinance #2014-11 Salary and Benefit Ordinance for the Township of Lower (required ordinance) – 2nd reading and public hearing. This Ordinance has been published, posted and made available to the public.
Ordinance #2014-12 Amending Ordinance #2013-21; An Ordinance Amending Chapter 475 of the Parks and Recreation Areas Ordinance of the Township of Lower (amending Millman Rental Fees) – 2nd reading and public hearing. This Ordinance has been published, posted and made available to the public.

Administrative Reports

Personnel Action Report
Monthly Reports - Clerks, Construction, Dog, Police, Treasurer, Tax, Vital Statistics

Council Comments

Call to the Public

Adjournment

COUNCIL MEETING MINUTES – October 6, 2014

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on October 6, 2014 at 6:00 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
Councilmember James Neville
Councilmember Erik Simonsen
Deputy Mayor Norris Clark
Mayor Michael Beck

Also present: Michael Voll, Township Manager, Ron Gelzunas, Township Solicitor and Elizabeth Greenway, Clerk's Office

Proclamation - Put the Brakes on Fatalities Day, October 10, 2014

Mayor Beck opened the meeting with a proclamation encouraging safe driving on our roadways and in our communities throughout the State.

Presentation - Commander William Howard, VFW Post 5343 presented two checks from the VFW in support of the Run for the Fallen and the Gold Star Mothers.

Work Session

Presentation on Police Department – Manager Michael Voll

In order to address any questions from Council, Manager Michael Voll had in attendance: the Police Chief and Police Administration, Architects Dan Shousky and Jerry Blackman, and Engineer Vince Orlando. Manager Voll began his presentation assuring that there would be no tax increase due to the proposed police building. He stated that our Chief Financial Officer and Auditor both agree that the Township can bond up to 29 million dollars next year without taxes being affected. Mr. Voll does not believe it was a good financial move in the 90's and said that to date over 4 million dollars has been spent on the current Public Safety Building. He stated that all studies that have been prepared recommend that we move from the current Public Safety Building. He expressed that our Police deserve a better building that will be environmentally pleasing with updated equipment to better serve the people of this community. Manager Voll has been in contact with Mike Laffey, the Chief Operating Officer from the County, who showed interest in placing Emergency Management and Central Dispatch in the current Public Safety Building. Manager Voll has hopes that if the county does decide to use the building that they allow the Rescue Squad and Fire Bureau to remain there. He believes that all information to date has been provided to Council in order to help them make the decision on whether to move forward. Manager Voll stated that the move would provide convenience to those who depend on public transportation. He also expressed his concern for the health, safety and welfare of the employees working in the current building. Manager Voll invited Council and the public to view a slideshow he prepared of the ongoing leaks and mold issues in the current building. He explained that the building has been remediated several times over the years due to results of air quality test failing for mold. On March 28, 2014 during the most recent air quality investigation performed by Sirius; an environmental firm, numerous samples from different locations in the building were taken. Each sample collected found an instance of mold which requires further investigation or corrective action. The photos Manager Voll shared included vents covered in mold, water stained ceiling tiles, moldy walls, and funnels with buckets set up to catch water from the leaks in the ceiling when it rained.

Police Chief William Mastriana spoke of the committee that was formed in 2011 to consider moving the Public Safety Building back to its former location. The committee included Chief Mastriana, former Police Chief Brian Marker and Officers from each division of the Police Department. Chief Mastriana said that the members of the committee worked together to form a fair, opinionated, and complete assessment of the move. The Chief expressed the importance of the move for the safety of his officers and other employees. Chief Mastriana worked together with the architect to identify benefits to the new location and develop the conceptual design of the Public Safety Building. The Chief believes that consolidation of resources to a central location will improve his necessary daily contact with the

Manager and the Recreation Department. He stated the consolidation will also enhance public access and make the municipal complex a one stop shop. The Chief looked into the overall demographics of the Township and found that the majority of the year round population resides in Villas and North Cape May which he feels are more need-based areas. The Chief stated he has been working closely with the Manager, Mayor and Council to combat the drug issues that we have been plagued with and the move of the building would place them closer to these areas of concern. He feels that this complex is one of the areas with the highest juvenile gatherings because of the Library, Recreation Department, and Memorial School; however, he assured that every school would get the service and protection that it needs. Chief Mastriana believes that the current building makes personnel management difficult because of its layout and the excess space that is not needed. In closing, the Chief stated that building this state of the art, modern facility would not only accommodate the Lower Township Police Department but also the citizens of this Township.

Janet Pitts, Villas, asked Chief Mastriana if he feels the new building would be a magnet for pedophiles, drive-by shootings or possibly impact students at Memorial School. Chief Mastriana does not feel that there would be any threats on the Public Safety building nor does he believe that sex offenders will be a problem in any way. Detectives bring them in, get them registered and send them on their way. He stated that he has no concern or worry that bringing the department back here will negatively impact the school, recreation or any juvenile activity in this area.

Kathleen Dynan, 421 Portsmouth Road, addressed the Chief regarding the statistics of school shootings. She believes that the police need to be closer to the middle and high schools. The Chief responded that no matter the location of the building, his officers are out on the road and in the schools. Manager Voll added that there are full time officers in the schools and officers in plain clothes that are protecting the children. The Chief has ongoing drills to ensure that the Police Department and educators can respond appropriately should there be any type of alert.

Melissa Roy, Erma, would rather have more police officers on the street than a new police building. Chief Mastriana responded that he has been working with the Mayor and Council to hire more officers and has their commitment to do so.

Rich Harron, Villas, addressed Council about a quick study he did of UCR reports for the Township dating back to 1986. He stated that ten years prior to the original police move the Township was at its highest crime rate ever. Ten years after the move the crime rate was at its all-time low. Now there's a spike in crime that he feels is due to a low number of officers. He does feel that the Police need a new building, but he does not believe that it should be located in the proposed area near children. He would like the property in front of the MUA to be used.

George Doherty, Erma, Asked the Chief if the response time would be effected by the move of the police building. The Chief assured that there is an officer in each zone at all times and the move would not affect response time.

Mayor Beck noted that many communities have their police stations very close to their schools. He feels that this factor is a plus.

Ed Butler, Villas, asked the Chief if there is a tv setup from each school into the police department in addition to officers in school. Chief Mastriana told Mr. Butler that there are indeed cameras in each school. Mr. Butler also stated that there are 42 officers, 10 second class officers and 3 in the academy. He stated that the Township is increasing the police force so there is no reason not to support a building. He also asked the Chief if he was aware of any other municipalities that have a police station 2 miles away from their township complex. The Chief did not know of any. He stated that most police stations are attached to their municipal buildings for consolidation of services. Mr. Butler finished by stating the move is for the good and safety of all the people.

Councilmember Simonsen does not believe that moving the building will not serve all the people because it will not be centrally located. He asked the Chief about the total number of officers, which was determined to be 42, including 3 officers in the academy. Councilmember Simonsen then asked the Chief if he was ever offered any other location options for the new police department, which he was not. Councilmember Simonsen also noted that Megan's Law was enacted in 1994, a year prior to the police departments move to the airport. Councilmember Simonsen conveyed that renovating the current police building and having the police, emergency management, fire, and rescue in one location would be a one stop shop for public safety. The Chief was then asked if moving the building would lower the crime rate for this area. The Chief did not know if it would necessarily lower the crime rate.

Mayor Beck stated that he realizes the new location for the police building is not the geographical center of town; but it is where it is most needed. Mayor Beck cited his 25 years of experience as a Philadelphia Police Officer, his master's degree in sociology, and his experience teaching community policing at the Kennedy School of Government. He feels that from his experience the presence of a police building with officers coming and going is a deterrent against crime and gives people a sense of security.

Dan Shousky, Principal Architect and longtime resident of Lower Township, stated that he was appointed by Councilmember Simonsen to the Public Safety Committee in 2011; which was formed to look into a new public safety building. He informed that the building code in the State of Jersey states when you change the occupancy of a building from industrial use to another use the building has to be brought up to code. Mr. Shousky says that the current police building does not meet the current code. He also does not believe the building should be occupied without proper engineering investigations to determine the type of foundation, how the structure was designed and anchored to the foundation, and if the building can resist forces as described in the building codes. Mr. Shousky stated several other reasons for which he feels a new building is necessary and where money will be best spent in the long run. He stated that the committee unanimously decided that the building should be brought here to the Villas. Although other locations were not looked into, Mr. Shousky believes this location to be the best because the property is already owned by the Township. In addition Mr. Shousky said the new building will cost the Township around 3.5million, which is a little over 200 dollars a square foot.

Kathleen Dynan, 421 Portsmouth Road, believes the current police building is structurally sound based on a report she read from the County. She also feels that the Township should let the County reconstruct the current police building. She stated that she does not want the Police Department further away from her.

Marleen Nimble, Philadelphia, believes we need to teach our children respect and how to get along with others.

Jacki Henderson, Mickel's Run, questioned Mr. Shousky on how he came up with the cost of 200 dollars per square foot. Mr. Shousky replied that they performed an extensive cost estimate while designing the building. He stated that this building will be a simple building with no stone floors or golden fixtures. Ms. Henderson has doubts the building price will remain the same once it goes out to bid.

Nancy Embs, North Cape May, believes the estimated cost by Mr. Shousky is inaccurate. She also wants the cost of sharing a building with the County explored. She asked if the new building would have room for central dispatch. Manager Voll replied that the new building will have room for our current Lower Township dispatch but would not house County dispatch. Ms. Embs then questioned the total end cost of the new building and how it was being paid for. Mr. Shousky projected the building to be 3.5 million dollars, the site work around \$300,000 dollars, and for furniture, equipment, etc. the total cost would end up around 4 million dollars. Manager Voll reiterated that the building would be paid for through bonding and that it would not cause a tax increase. Ms. Embs would like to have more officers on the street. Manager Voll assured that he is working with Council to hire more officers.

Bill Greenfield, Villas, asked if the current police building is equipped with sprinklers. Mr. Shousky informed Mr. Greenfield that certain areas of the current building do have sprinklers but the new building will not be required by code to have them. Mr. Greenfield commented about the high cost of maintaining the current building. He also stated that if bids for the new building come in higher than the projected cost Council could turn it down.

Melissa Roy asked Mr. Shousky how many Police Departments his company had designed in the past. He informed that they had worked on numerous Police and Court facilities. Ms. Roy has concerns that the cost for the new building will be higher than what is projected. Mr. Shousky is confident that they will be in the projected range.

George Doherty, Seashore Road, inquired which contractors Mr. Shousky had received estimates from for materials to establish the proposed project amount. Mr. Shousky chose not to disclose that information in the event that those contractors plan to bid on the project.

AJ Ernst, Tabernacle Road, was unsure of how bond money is used and asked for an explanation. Mayor Beck explained that bonding shares the cost with taxpayers over a long period of time rather than all at once.

Jack Porter, Villas, questioned Mr. Shousky's knowledge of the HVAC systems in the current police building. Mr. Shousky said they know what the system is; however they haven't torn the ceiling apart to see the type of duct work.

Glen Douglass, North Cape May, questioned how the County came up with a report and plans so quickly. He feels Lower Township needs to move forward with moving the police station. Councilmember Simonsen clarified that a structural engineer performed an investigation of the current building which started in July 2014, a four month period.

Manager Voll reiterated that the current police building has numerous health hazards. He stated that the proposed Public Safety Building will not increase taxes. He does not understand how anyone can be opposed to the move and wants what's best for the community and our police officers.

Fred Long, Cold Spring, stated that he was in support of the resolution #2014-260. He believes that it is good for public safety and welfare and will save taxpayers from unwise expenditures. Mr. Long urged Council to pass the resolution unanimously.

Kathleen Dynan, 421 Portsmouth Road, stated that there are no guarantees that taxes won't go up.

Johnnie Walker, 116 West Pacific Avenue, started a petition to see if residents were in support of the police move. In addition to carrying the petition door to door, numerous business owners along Bayshore Road allowed him to keep the petition in their business. Mr. Walker collected over 500 signatures in support of bringing the police back to Villas. He stated that the petition carries no obligation on Council's part; however it was simply a reading to gauge what the residents want.

Jessie Matsinger, 104 Old Mill Drive, asked what was being done with Rescue and Fire Safety. Manager Voll pointed out the County's interest in putting emergency management and central dispatch in that building. He said he would request that Rescue and Fire Safety remain where they are.

Jack Sparks, North Cape May, does not believe that moving the police to the airport was a smart move. He would like to see the Township take the opportunity to move the police back to Villas. He stressed the importance of this decision. He commented on bond rates being at historic lows and how borrowing now could save money for the taxpayers.

David Brand, Erma, stated that the engineer did a good job with the estimate. He reminded Council that if bids came in higher than estimated they had the right to reject them. Mr. Brand spoke about the current economy and how contractor bids often are underestimated due to contractors needing the work. He stated it doesn't cost anything to look into the project.

Rich Harron, Villas, supports the building and believes the police deserve it. He is uncertain about the type of structure that the Township plans to build. He inquired about it withstanding category 5 hurricane winds. He stated that from the OEM (Office of Emergency Management) perspective, he believes these facts should be shared with the citizens. He would like for the new building to have room to house OEM, and the Fire Safety Bureau.

Bill Greenfield, Villas, believes in a "three pronged approach", build a new building, bring police back to Villas, and hire more officers. He stated that the County came in with a report at the 11th hour and believes we should move forward without them. He questioned Councilmember Simonsen about a previous comment he made on the safety of the rest of the township if the police were moved to Villas. Councilmember Simonsen clarified that safety was not his concern. His concern was the inconvenience the move will cause other residents who live in areas such as Shawcrest, Diamond Beach and areas south of the canal. He stated that these residents are happy with the current location of the police. Mr. Greenfield does not believe the current location is accessible to anyone. Councilmember Neville read aloud portions of the report noting spot corrosion, significantly weathered roofing, and ponding of water on the roof. He also noted that the building needs to be brought up to code. Mr. Greenfield believes that our police deserve better.

Robert Rizzo, Mickel's Run, questioned what the County has done for us lately. He also commented on how long it took the County to fix Fishing Creek Road. Mr. Rizzo expressed concern over how long the County will take to renovate the existing building. He does not believe the County will be doing the Township any favors.

Glen Douglass, North Cape May, asked Councilmember Simonsen why he voted to move the police when he was on the Public Safety Committee if he is happy with the current location of the police station. Councilmember Simonsen

responded that he did not vote to move the police. He also wanted to clarify something that was incorrect on Manager Voll's report. The report stated that alternative site locations for a new police facility were never investigated. Councilmember Simonsen stated that he had in fact investigated other locations but believes his suggestions were disregarded.

Mayor Beck noted that Councilmember Simonsen was in fact a member on the committee. The Mayor also stated that it was not his fault that Councilmember Simonsen did not show up for the final vote on the move of the police building. Mayor Beck made known that the 2004 building analysis report recommended the police build a new building at the Township complex. The report also acknowledged that there had been significant money invested in the airport building. Mayor Beck compared the current building to a lemon and stated that at the time we needed to squeeze that lemon. He said that the time has come when we need to make one of two decisions, perpetuate a mistake by reinvesting in the current police building or come back to Villas.

Glen Douglass asked Councilmember Simonsen to consider moving forward to move the police. He stated that the people he has spoken with in Ward 3 support the move. Councilmember Simonsen responded that he had been in contact with more people than Mr. Douglass and they disagree with the move.

Josephine Siuta, 101 Nevada Avenue, does not believe going into that old building and putting a band aid on it will not do our police any justice. She believes that the police deserve better. Ms. Siuta stated that Villas needs not only the presence of officers but the presence of building. She made the comparison of a garden without a scarecrow.

Stig Blomkvist, North Cape May, would like this to go to public referendum and asked if anyone on Council had brought that up. Councilmember Conrad stated that both he and Councilmember Simonsen had. Mayor Beck responded that this has been discussed in open form for a dozen years. Mayor Beck also stated that Council has been elected to make decisions such as this one.

John Skowronski, 607 Arctic Ave, hoped that all Council votes for the resolution.

Roland Roy, Erma Park, inquired about the lease agreement with the County on the current building, and what would happen if we break that lease. Mayor Beck and Manager Voll responded that the lease is one dollar a year and should not be an issue.

Mayor Beck inquired about a recent newspaper article he read stating that Councilmember Conrad wanted to hire 13 officers. Councilmember Conrad clarified that he was misquoted; however, he would like to get the total number of officers up to 48. Mayor Beck estimated that from the years 2000-2009 there were 46 officers. The Mayor stated in 2009 tough decisions needed to be made in order to avoid layoffs and stay within the 2% cap. Additional officers were not hired and the number of officers slowly declined. Mayor Beck explained that over time contracts were worked on so that the Township could afford to hire more officers. He stated that there was always the provision that when things got better the Township would hire more officers. Mayor Beck stated that we are going to hire 4 officers in January which will go over the cap and cause a tax increase. Mayor Beck asked Councilmember Conrad if he would vote for the tax increase. Councilmember Conrad affirmed that he would vote for the increase since it would place more officers on the street. Mayor Beck responded that Councilmember Conrad had voted no on the previous year's budget which included hiring more police officers. Councilmember Conrad answered he had not voted against more police officers. Mayor Beck declared that Councilmember Conrad could not carry a flag up the hill marked king of hiring when he voted against hiring police the previous year. Councilmember Conrad stated that his opposing vote to the previous year's budget was due to some capital projects. Mayor Beck stated that he, Deputy Mayor Clark and previous Councilmember Douglass had voted for the raise of taxes because they did not want to jeopardize the safety of the Township by not hiring police, which he believes Councilmember Conrad did. Councilmember Conrad disagreed stating that he had requested other items be taken out of that budget and he would have voted for it, however that did not happen. Deputy Mayor Clark stated that he remembered having the Auditor here and discussing the State's requirement of a "wish list" in the capital budget. Deputy Mayor Clark said the Auditor explained to Councilmember Conrad that he was not actually voting on the items of the "wish list" but the budget as a whole. Councilmember Conrad responded that if the two items on the "wish list" that he did not like were taken off then he would have voted for the budget. Councilmember Conrad moved on stating that the resolution should be tabled because his questions for the past year had not been answered. He asked Manager Voll if the Court's plans had been approved. Manager Voll reported that they will be approved, but as of today they are not. Councilmember Conrad then asked if the parking plan had been approved by the County and the school. Manager Voll stated that he

has all the professionals present to discuss the parking plan. Mr. Orlando stated that the parking plans had not yet been approved. Manager Voll verbalized that each meeting Councilmember Conrad asks new questions to which he has had professionals respond. Councilmember Conrad claimed he has asked the same questions over and over. He would like to see the resolution tabled. The Mayor stated that every professional that has spoken here has said to bring the police back to Villas. The Mayor reiterated that this is the needs center and police presence is necessary. He believes that the move will benefit the community. He stated that a vote of three will pass the resolution but without four votes we will not move forward. He explained that this is in the form of a resolution because it costs money to construct a bond ordinance. Mayor Beck stated that there will be no sense in moving forward with a bond ordinance because that requires four votes.

Res. #2014-260 Resolution Authorizing the Relocation of the Lower Township Police Department and the Construction of a New Public Safety Building Adjoining Township Hall

MOTION TO AMEND

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD		X	X			
NEVILLE				X		
SIMONSEN	X		X			
CLARK				X		
BECK				X		

MOTION TO ADOPT IN ORIGINAL FORM

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD				X		
NEVILLE	X		X			
SIMONSEN				X		
CLARK		X	X			
BECK			X			

Consent Agenda

Approval of Minutes -- September 15, 2014

- Res. #2014-262 Authorization for Waiver of Fees for Town Bank Volunteer Fire Company, Inc (fees associated with Octoberfest)
- Res. #2014-263 Authorization; Determination of Municipal Service Fees for 2015 (mobile home park owners \$120 per manufactured home for the year 2015)
- Res. #2014-264 Authorizing the Formation of a Budget and Finance Committee (as per the best practice worksheets)
- Res. #2014-265 Authorizing the Formation of a Capital Committee (as per the best practice worksheets)
- Res. #2014-266 Certification of Lot Clearing Charges to the Tax Collector (8 properties \$6,510.)
- Res. #2014-267 Authorization for the Payout of Accumulated Compensatory Time (M.Szemcsak \$1,780.23)
- Res. #2014-268 Authorization to Transfer Funds From the Tax Premium Account (\$8,800 From Tax Premium acct to Council Ckg)
- Res. #2014-269 Authorizing Payout of Terminal Leave (K.McGurk \$102,465.02)
- Res. #2014-270 2014 Drive Sober or Get Pulled Over Year End Holiday Crackdown (Dec 5, 2014 to Jan 2, 2015)
- Res. #2014-271 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (2014 Drive Sober or Get Pulled Over \$7,500)
- Res. #2014-272 A Resolution Authorizing and Approving a Shared Services Agreement between the Township of Lower, the Township of Middle and the County of Cape May for Cape May County Open Space and Farmland Preservation Program "Middle and Lower Township Bike Path Connection" (Sally Marshall Crossing to Satt Blvd)
- Res. #2014-273 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Cape May County Open Space Program – Bike Trail \$412,311)

- Res. #2014-274 Authorization for Waiver of Fees for Helping Hands, Inc. (refund of construction permit fees \$2,163. for 882 Linden St)
- Res. #2014-275 Award of Extraordinary Unspecified Service Contract without Public Bidding for an Event and Promotional Coordinator of the Lower Township Millman Senior Center (as per Local Public Contracts Law)
- Res. #2014-276 Resolution Approving Settlement of Tax Appeal Litigation (9601 Atlantic Ave from \$1,280,200 to \$900,000)
- Ordinance #2014-11 Salary and Benefit Ordinance for the Township of Lower (required ordinance) – 1st reading – 2nd reading and public hearing scheduled for Oct 20, 2014.
- Ordinance #2014-12 Amending Ordinance #2013-21; An Ordinance Amending Chapter 475 of the Parks and Recreation Areas Ordinance of the Township of Lower (amending Millman Rental Fees) – 1st reading – 2nd reading and public hearing scheduled for Oct 20, 2014

Councilmember Conrad requested Resolution #2014-261 (Payment of Vouchers) be moved to the regular agenda.

ON THE CONSENT AGENDA

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
NEVILLE			X			
SIMONSEN		X	X			
CLARK	X		X			
BECK			X			

Regular Agenda

Res. #2014-261 Payment of Vouchers \$ 641,823.24

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD				X		
NEVILLE	X		X			
SIMONSEN				X		
CLARK		X	X			
BECK			X			

Administrative Reports

Certification of Note sale – August, 2014

Council Comments

Councilmember Conrad thanked everyone who participated in the Run for the Fallen and sent his congratulations to the Lower Cape May Regional Football Team for their win on Friday. He also thanked St. Barnabas for starting a new event blessing emergency service vehicles and people.

Councilmember Neville spoke of his attendance at an event at the Nature Conservancy over the weekend. The Conservancy consists of 270 acres being preserved with the help of the Garrett Family's generous donation. The event included demonstrations of raptor banding. Councilmember Conrad also gave an update that Clubhouse Road will be paved by the last week of October.

Councilmember Simonsen thanked Eileen Kreis and all The Gold Star Mothers, and everyone involved in the NJ Run for the Fallen. He also informed that he met again with the School Safety Team and that their vision for a District and County wide School Safety Alliance is moving forward. They plan on making safety protocols consistent throughout all schools. He encouraged folks to support the LCMR Football Team on their upcoming game. Councilmember Simonsen performed music during the benefit for the Donna Wise Kelleher Scholarship Foundation held at The Cuttin' Edge Salon. Donna was a member of the community who taught cosmetology at the Cape May Technical School. The scholarship will go to a student studying cosmetology.

Deputy Mayor Clark noted that every month that goes by approximately \$83,000 in rate payer savings from the MUA is being lost according to the Auditors projections. He also informed that the MUA introduced a budget at their last meeting; however they didn't actually print out the budget or inform anyone of what it would be. They only informed that it would be an 8% increase over the previous year's budget. Deputy Mayor Clark also reported that the MUA failed to obtain a permit to dig up a street, which resulted in a cost of about \$27,000. He also believes that they continue to misappropriate funds. Deputy Mayor Clark moved on to inform of the new ways in which the Fishing Creek School will be used for educational programs. He also invited everyone to take part in the grand opening of the old one room schoolhouse.

Mayor Beck informed that fall trout stocking begins on October 7th throughout New Jersey. He also announced the following: a Halloween costume parade will take place on October 18th at Cold Spring Village, Haunted Trails at the airport will be held on October 25th and Trick or Treat will be October 31st in Lower Township.

Call to Public

Fred Long, Cold Spring, brought an article on the school board funding issue to everyone's attention. He reminded everyone that they need to vote "No" on the school board question on November 4th and on the second question on the December 9th special election. Mayor Beck agreed that everyone needs to vote NO twice.

Jim Rose, 103 Townbank Road, would like Shore Drive to be one way.

George Doherty, Seashore Road, felt that politics should not be brought to a public meeting.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Neville, seconded by Councilmember Simonsen. Motion to adjourn unanimous. Meeting adjourned at 8:55 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00825 COMCAST*								
	14-02582	10/08/14	10/15-11/14 TOWNHALL CABLE	Open	8.15	0.00		
	14-02595	10/09/14	MONTHLY SERVICE L.T.POOL	Open	134.02	0.00		
	14-02596	10/09/14	MONTHLY SERVICE MILLMAN CENTER	Open	155.01	0.00		
	14-02613	10/10/14	10/15-11/14 CLERKS CABLEBOX	Open	20.27	0.00		
	14-02633	10/14/14	INTERNET TOWNHALL 10/19-11/18	Open	<u>120.55</u>	0.00		
					438.00			
00991 COLONIAL ELECTRIC SUPPLY*								
	14-02443	09/18/14	DPS - LIGHTS	Open	609.52	0.00		
01125 MARGARET CROMPTON								
	14-02619	10/14/14	MEDICAL CLAIMS	Open	10.00	0.00		
01170 VERIZON WIRELESS* F/S								
	14-02612	10/10/14	08/27/14-09/26/14 CELL FIRE SA	Open	67.47	0.00		
01171 VERIZON WIRELESS - TOWNHALL								
	14-02574	10/08/14	I PHONE BILL SEPT 29-OCT 28	Open	818.25	0.00		
	14-02577	10/08/14	CELL SERVICE 09/24/14-10/23/14	Open	<u>421.43</u>	0.00		
					1,239.68			
01196 H A DEHART & SON*								
	14-01691	06/16/14	PARTS FOR VEHICLES/AUG	Open	514.08	0.00		
01201 DELL CORPORATION*								
	14-02349	09/08/14	DELL OPTIPLEX 3020- FIRE SAFET	Open	944.91	0.00		
01241 BRIAN MCEWING								
	14-01080	04/25/14	2014 EQUIP. ALLOWANCE	Open	53.49	0.00		
01390 EDMUNDS & ASSOCIATES, INC.*								
	14-02524	09/29/14	PERVASIVE UPGRADE-10 LICENSE	Open	902.00	0.00		
01530 FIRE DISTRICT #1								
	14-00430	02/14/14	SUPPL. FIRE SVCS DUE 11/1/2014	Open	2,939.04	0.00		
01540 FIRE DISTRICT #2								
	14-00616	03/11/14	SUPPL.FIRE SVCS DUE 11/1/14	Open	3,918.72	0.00		
01550 FIRE DISTRICT #3								
	14-00615	03/11/14	SUPPL.FIRE SVCS DUE 11/1/14	Open	1,306.24	0.00		
01635 GARDEN STATE DREDGING, INC.								
	14-02571	10/08/14	RETURN OF UNUSED ESCROW	Open	82.00	0.00		
01643 WILLIAM GALESTOK								
	14-02580	10/08/14	MEDICAL CLAIMS-V	Open	110.00	0.00		
01657 GOPHER SPORT*								
	14-02453	09/22/14	ICE PACKS	Open	236.53	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01734 CHURCH'S SEASHORE NURSERY INC*	14-02588	10/09/14	SUPPLIES FOR F.C.SCHOOL OPENIN	Open	94.14	0.00		
01781 HATCH MOTT MACDONALD, LLC*	14-02561	10/03/14	PROFESSIONAL ENGINEERING	Open	554.71	0.00		
01806 ANTHONY J HARVATT, II, ESQ	14-01204	05/01/14	BOARD SOLICITOR SALARY	Open	625.00	0.00		
	14-02562	10/03/14	RESOLUTIONS	Open	900.00	0.00		
					<u>1,525.00</u>			
02025 HUNTER JERSEY PETERBILT*	14-02174	08/18/14	PARTS FOR TRUCKS/SEPT	Open	1,989.09	0.00		
02108 KEEN COMPRESSED GAS CO*	14-02175	08/18/14	COMPRESSED AIR	Open	326.25	0.00		
02136 TED KINGSTON INC*	14-02519	09/29/14	NEW VEHICLE EQUIPMENT	Open	1,865.55	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	14-02176	08/18/14	PARTS FOR POLICE VEHICLES	Open	572.39	0.00		
02220 LIFESAVERS INC*	14-02405	09/15/14	AED SUPPLIES	Open	1,332.20	0.00		
02490 MARC PUBLISHING CO*	14-02520	09/29/14	CROSS REF. BOOK	Open	167.45	0.00		
02541 ROBERT D. MARTIN, JR	14-02583	10/08/14	MEDICAL CLAIMS	Open	973.50	0.00		
02585 WILLIAM MASTRIANA	14-02552	10/01/14	REIMBURSEMENT	Open	20.00	0.00		
02652 MCMANIMON, SCOTLAND & BAUMANN*	14-02463	09/22/14	\$4.8M NOTE SALE DATED 8/6/2014	Open	3,998.92	0.00		
03104 NORTHEAST IND.&MARINE SUPPLY*	14-01427	05/28/14	PARTS/RDS/SANT/RECY/JULY	Open	497.87	0.00		
03172 OFFICE BUSINESS SYSTEMS INC*	14-01980	07/22/14	FTR GOLD REPORTER 5.6 A.O.C	Open	3,225.00	0.00		
	14-02527	09/30/14	DIGITAL LOGGER 11/14-11/15 ANN	Open	3,093.37	0.00		
					<u>6,318.37</u>			
03226 OLD DOMINION BRUSH CO.*	14-02319	09/03/14	LEAF TRUCK PARTS	Open	14,173.12	0.00		
03241 SARGENT OSHEA	14-02587	10/09/14	MEDICAL CLAIMS	Open	1,513.48	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03279 PARDO'S TRUCK PARTS WHSE*	14-02178	08/18/14	RDS/SANT/RECY/DPW/SEPT	Open	110.57	0.00		
03305 PEDRONI FUEL*	14-02606	10/10/14	NO LEAD GAS	Open	711.15	0.00		
03330 PENNANT SPORTS, INC*	14-02475	09/23/14	SIZE 3 & 5 SOCCER BALLS	Open	351.00	0.00		
03427 POLAR BEAR*	14-02387	09/10/14	HVAC MAINTENANCE	Open	187.50	0.00		
03518 RIGGINS, INC.*	14-02555	10/03/14	OFF HIGHWAY DIESEL	Open	738.85	0.00		
03723 STAPLES, INC.*	14-02216	08/20/14	OFFICE SUPPLIES	Open	24.27	0.00		
03734 STEWART INDUSTRIES, INC.*	14-02559	10/03/14	PRINTER MAIN 09/23/14-12/23/14	Open	2,010.06	0.00		
03863 TREASURER, STATE OF NEW JERSEY	14-02641	10/14/14	2014 3RD QRT STATE FEES-WCM	Open	875.00	0.00		
	14-02642	10/14/14	2014 3RD QRT STATE FEES-LOWER	Open	7,320.00	0.00		
					<u>8,195.00</u>			
03899 UPS	14-02451	09/22/14	SHIPPING	Open	40.47	0.00		
03917 STATE OF NJ DEPT OF CHILD/FAML	14-02563	10/03/14	JULY,AUG,SEPT 2014 MAR/CU FEE	Open	1,350.00	0.00		
03960 VECTOR SECURITY*	14-02338	09/05/14	ANNUAL FIRE INSPECTION	Open	327.50	0.00		
03971 VERIZON WIRELESS MDT POLICE	14-02553	10/01/14	VERISON - MDT	Open	539.25	0.00		
03979 MICHAEL VOLL	14-02614	10/10/14	REIM FOR BREAKFAST MEETING	Open	30.00	0.00		
03985 VILLAS NAPA AUTO PARTS	14-01706	07/08/14	RDS/SANT/RECY/SEPT.	Open	2,006.40	0.00		
03992 VAL-U AUTO PARTS LLC*	14-02181	08/18/14	RDSS/SANT/RECY/DPW/SEPT	Open	3,313.97	0.00		
04105 PITNEY BOWES GLOBAL FINANCIAL	14-01216	05/05/14	MAIL MACHINE JULY-DECEMBE 2014	Open	451.00	0.00		
04176 CHRISTOPHER J WINTER SR*CALEA	14-01401	05/23/14	CALEA- ACCRED. CONSULT SERVICE	Open	450.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04261 STATE OF NEW JERSEY	14-02623	10/14/14	3RD QTR ASSESSMENT	Open	9,466.82	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS	14-02564	10/03/14	STATE DOG LICENSE FEES-SEPTEMB	Open	34.80	0.00		
04300 W B MASON CO INC*	14-02460	09/22/14	WALL CLOCK FOR MILLMAN CENTER	Open	66.99	0.00		
	14-02467	09/23/14	PAPER	Open	186.79	0.00		
					<u>253.78</u>			
04301 SEASHORE ASPHALT CORPORATION*	14-02342	09/05/14	PATCH	Open	1,020.00	0.00		
04514 WILLIAM BLANEY*	14-00398	02/10/14	DNE 25K RES 2014-23 CONTRACTS	Open	650.00	0.00		
4104 DOUGLASS LANDSCAPING LLC*	14-00833	04/01/14	LANDSCAPING CONTRACT PAYMENTS	Open	5,547.50	0.00		
6012 RICHARD STOCKTON COLLEGE NJ*	14-02253	08/22/14	INTERNAL AFFAIRS TRAINING	Open	299.00	0.00		
6061 AMERIHEALTH ADMINISTRATORS	14-02565	10/03/14	SEPTEMBER 30 HEALTH & RX	Open	22,016.92	0.00		
	14-02634	10/14/14	OCTOBER 13 HEALTH & RX	Open	52,193.99	0.00		
					<u>74,210.91</u>			
7054 GOOD DAY FOR A RUN	14-02554	10/01/14	RETURN OF UNUSED ESCROW	Open	953.12	0.00		
7062 LOUIS BARTLESON	13-03195	10/31/13	2013 EQUIPMENT ALLOWANCE	Open	52.60	0.00		
7119 ENGINEERING DESIGN ASSOC*	14-02560	10/03/14	PROFESSIONAL ENGINEERING	Open	224.00	0.00		
	14-02567	10/03/14	PROFESSIONAL ENGINEERING	Open	448.00	0.00		
	14-02568	10/03/14	PROFESSIONAL ENGINEERING	Open	224.00	0.00		
	14-02573	10/08/14	PROFESSIONAL ENGINEERING	Open	56.00	0.00		
					<u>952.00</u>			
7184 INTERSTATE LABOR STANDARDS	14-01491	06/03/14	PREVAILING WAGE/WORKER CONF	Open	225.00	0.00		
7258 MCKEEVER EVENT MANAGEMENT	14-02441	09/18/14	RETURN OF UNUSED ESCROW	Open	35.62	0.00		
7260 PATRICIA MAHER-MEDIUCH	14-02466	09/23/14	RETURN OF APPLICATION FEES MLU	Open	450.00	0.00		
7268 KRISTIE WILSON	14-02556	10/03/14	REIMBURSEMENT- COACH SOCCER	Open	60.70	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7273 JEL FOWLER PROPERTIES,LLC	14-02631	10/14/14	RETURN OF UNUSED ESCROW	Open	150.00	0.00		
7274 NIKOLE MORALES	14-02636	10/14/14	COURT FUNDS-REISSUE LOST CHECK	Open	1.00	0.00		
7275 DANIEL MCDEVITT	14-02637	10/14/14	COURT FUNDS-REISSUE LOST CHECK	Open	1.00	0.00		
7276 DONNA BROWNSTEIN	14-02638	10/14/14	COURT FUNDS-REISSUE LOST CHECK	Open	20.00	0.00		
7277 KATHRYN STINSON	14-02639	10/14/14	COURT FUNDS-REISSUE LOST CHECK	Open	10.00	0.00		
7278 WILLIAM MURRAY	14-02640	10/14/14	COURT FUNDS-REISSUE LOST CHECK	Open	15.00	0.00		
7279 ALLAN AFANADOR	14-02643	10/15/14	COURT FUNDS-REISSUE LOST CHECK	Open	9.00	0.00		
8201 DIRECT ENERGY BUSINESS	14-02594	10/09/14	09/01/14-10/01/14 ELECTRIC	Open	4,568.59	0.00		
HOOVER ROBERT HOOVER & SONS INC*	14-02066	07/31/14	TANK ASSY/DPW	Open	397.44	0.00		
Total Purchase Orders: 105				Total P.O. Line Items: 0	Total List Amount: 259,525.05	Total Void Amount: 0.00		

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

RESOLUTION # 2014-277

TITLE: AUTHORIZING THE PAYMENT OF VOUCHERS

<u>Vendor</u>	<u>PO #</u>	<u>Description</u>	<u>CK</u>	<u>Amount</u>
FLOORTIME, LLC	14-02530	PYT# 2 REFINISH FLOOR-FC	53586	\$1,750.00

Total Manual Checks	\$ 1,750.00
Total Computer Generated	\$ 259,525.05

Total Bill List \$ 261,525.05

I hereby certify the foregoing to be a resolution adopted by the Township Council at a meeting held on October 20,2014.

Julie Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

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

RESOLUTION # 2014-278

Title: AUTHORIZING TERMINAL LEAVE

WHEREAS, the employee listed below has resigned from the Township and is entitled to payment for accumulated vacation and personal 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 signature  that adequate funding for such payment is in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that payment to Ann Wilusz in the amount of \$517.63 is authorized and chargeable to the 2014 Budget account 4-01-20-130-101.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on October 20, 2014.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

Wilusz

TOWNSHIP OF LOWER
 RETIREMENT PAYOUT ANALYSIS
 DATE:

EMPLOYEE: Wilusz, Ann
 DATE OF RESIGNATION: 10/10/2014
 DATE OF PAYMENT: _____
 RESOLUTION #: 2014-

Hourly Rate:	\$16.27
	per hour

TERMINAL LEAVE:			
	Hours	Rate	Total
Comp	0.00		0.00
Personal	11.08	16.27	180.26
Sick	0.00	16.27	0.00
Vacation	20.73	16.27	337.36
	31.81		
Terminal Leave Payout			\$517.63

	(A)	(B)	(C)	(B * C)	(E)	A + D - E
	Carryover	Annual	41 weeks / 52 weeks	Prorated Time Due	Time Used	Hours to be paid
Comp				0.00		0.00
Personal		28.00	0.79	22.08	11.00	11.08
Sick		105.00	0.79	82.79	48.00	0.00
Vacation		84.00	0.79	66.23	45.50	20.73
Total	0.00			171.10	104.50	31.81

Accrual and time used are adjusted to ____

Employee Signature: _____

Date: _____

Treasurer's Signature: _____

Date: _____

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

RESOLUTION # 2014-279

Title: **AUTHORIZING THE ADOPTION OF A PORTION OF BEACH DRIVE
(TOWNBANK ROAD TO LINCOLN BLVD) UNDER THE
ADOPT-A-ROAD PROGRAM**

WHEREAS, the Township of Lower approved the creation of an "Adopt-A-Road" program in 2009 with specific rules and guidelines to be followed; and

WHEREAS, the "Adopt-A-Road" program allows volunteer groups to adopt a section of a Township road, or portion thereof, in order to pick up litter to improve the environment; and

WHEREAS, Burke Motor Group has filled out an application requesting to adopt a portion of Beach Drive, Townbank Road to Lincoln Boulevard, and Gary Douglass, the Superintendent of Public Works has approved the site; and

WHEREAS, Burke Motor Group has received the Adopt-A-Road Program Safety Guidelines and Procedures.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that the Application from Burke Motor Group be approved and the Public Works Department be instructed to install the signs per the Adopt-A-Road Program Guidelines.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on October 20, 2014.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

TOWNSHIP OF LOWER
ADOPT - A - ROAD
APPLICATION FORM

NAME OF ORGANIZATION: Burke Motor Group

ADDRESS: 519 Stone Harbor Blvd. Cape May Court House 08210

CONTACT PERSON: AJ Stelacio Jr

DAYTIME PHONE #: 609-513-2771

LOCATION OF CLEAN - UP SITE

MUNICIPALITY: Lower Township

LOCATION: Beach Drive

HOW OFTEN PER YEAR: 1 2 3 AS OFTEN AS NEEDED

DATES OF PROPOSED CLEAN UP: _____

RAIN DATE: _____

STARTING TIME: _____

NOTE: REQUESTED SITE MUST BE APPROVED BY THE SUPERINTENDANT OF PUBLIC WORKS

QUESTIONS, CONTACT CLERKS OFFICE (609) 886-2005 EXT.#112

HOW WOULD YOU DESCRIBE YOUR GROUP?

- Church Group
- Scouting Group
- Athletic Group
- Other Group (Please describe) Motor Vehicle - New Jersey CAASales
- Civic Group
- Environmental Group
- School Group

I, Anthony J. Stelacio Jr, on this 2 day of September, 2014
Hereby agree to the safety and procedure Guidelines of the Adopt - A - Road Program.

Organization: Burke Motor Group

Signature & Title: [Signature]
MR.

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

RESOLUTION # 2014-280

TITLE: GRANT AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND THE STATE OF NEW JERSEY BY AND FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER: 2013 HURRICANE SANDY COASTAL RESILIENCY COMPETITIVE GRANTS PROGRAM - BUILDING ECOLOGICAL SOLUTIONS TO COASTAL COMMUNITY HAZARDS

WHEREAS, the Governing Body of the Township of Lower desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately \$250,000.00 to fund the following project:

2013 Hurricane Sandy Coastal Resiliency Competitive Grants Program Building Ecological Solutions to Coastal Community Hazards

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Lower that Mayor Michael E. Beck or the successor to the office of Lower Township Mayor is authorized to:

- A) Make application for such a grant
- B) If awarded, to execute a grant agreement with the State for a grant in an amount not less than \$250,000 and not more than \$250,000
- C) To execute any amendments thereto which do not increase the Township's obligations

BE IT FURTHER RESOLVED, the Lower Township Council authorizes and hereby agrees to match 25% of the Total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, service or property, is hereby certified. 25% of the match will be made up of in-kind services (if allowable by grant program requirements and the agreement). The Township agrees to comply with all applicable Federal, State and Municipal laws, rules and regulations in its performance pursuant to the agreement.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on October 20, 2014.

Julie A Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

CERTIFICATION*

I, _____, municipal clerk county clerk utilities Authority Clerk
(print name)
 (other, specify) _____ of _____

certify that this resolution was duly adopted by _____ at a
(print Grantee's name)
(print name of Grantee's governing body)

meeting duly held on the _____ day of _____, _____; that this resolution has not been amended or repealed; and that it remains in full force and effect on the date I have subscribed my signature. **

(signature) *

(print name)

(print title)

Date: _____ **

* Certification must be signed by an official other than the individual authorized to execute the agreement.

** This date must be no more than sixty (60) days prior to the Grantee's execution of the agreement. If the original certification expires prior to the Grantee's execution, Grantee must submit a currently certified copy of this Attachment E when it returns the executed agreement to the Department.

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

RESOLUTION # 2014-281

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 signature  that adequate funding is available for such payment in the current budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Lower that payment to Edward Edwards in the amount of \$2,422.68 is authorized and chargeable to the 2014 Budget account 4-01-25-240-123.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on October 20, 2014.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana
FROM: Ptlm. Ed Edwards
DATE: October 10, 2014
SUBJECT: Request for Comp Time Payout

Sir,

I am requesting to cash out 55Hrs. of my comp time.

My request for this payout is for financial reasons as I am trying to restructure my debt by getting rid of a high interest rate credit card.

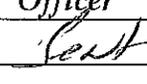
Your consideration on this matter would be greatly appreciated.

Respectfully Submitted,

Signature
Goes here →



Ptlm Ed Edwards
Patrolman Badge 147

C	File	Officer	Comments
10/9/14			Sent to Township
10/11/14	NW		

0-0

55 *
44-0487 =
27422-68 *

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

RESOLUTION #2014-282

TITLE: A RESOLUTION AUTHORIZING A GRANT APPLICATION AND THE EXECUTION OF A GRANT AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR MAIN STREET (VILLAS)

WHEREAS, the Council of the Township of Lower has determined that Main Street (Villas) is in need of reconstruction for roadway preservation; and

WHEREAS, funds for such reconstruction may be available to the Township of Lower under the New Jersey Transportation Trust Fund Authority Act; and

Whereas, an application must be filed with the Department of Transportation to apply for such funds.

NOW, THEREFORE, BE IT RESOLVED that Council of Lower Township, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2015-Lower Township-00566 to the New Jersey Department of Transportation on behalf of Lower Township.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Lower Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a meeting held on October 20, 2014.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BBECK						

Grant Application for State Aid to

Counties and Municipalities

Municipal Aid 2015

MA-2015-NJDOT Transportation Aid Grant

Roadway_Preservation

Scope of Work

It is the intent of this project to resurface and reconstruct Main Street from Georgia Avenue to Weber Avenue. The scope of work will include removing 4" of the existing cartway, reconstructing the existing base course, regrading and paving with 2" Asphalt 9.5 M64 Surface Course and 2" Asphalt 19 M64 Base Course . A portion of the roadway in front of the Lower Township Rescue Squad will be entirely reconstructed due to poor existing subgrade materials. This area of reconstruction will involve removing the existing roadway to a depth of approximately 5 feet, adding clean fill, compacting, and installing 6" of dense graded aggregate prior to paving.

DRAFT

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

RESOLUTION #2014-283

TITLE: A RESOLUTION AUTHORIZING A GRANT APPLICATION AND THE EXECUTION OF A GRANT AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR SOUTH CLUBHOUSE DRIVE

WHEREAS, the Council of the Township of Lower has determined that South Clubhouse Drive is in need of reconstruction for roadway preservation; and

WHEREAS, funds for such reconstruction may be available to the Township of Lower under the New Jersey Transportation Trust Fund Authority Act; and

Whereas, an application must be filed with the Department of Transportation to apply for such funds.

NOW, THEREFORE, BE IT RESOLVED that the Council of Lower Township, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2015-Lower Township-00229 to the New Jersey Department of Transportation on behalf of Lower Township.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Lower Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on October 20, 2014.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

Grant Application for State Aid to

Counties and Municipalities

Municipal Aid 2015

MA-2015-NJDOT Transportation Aid Grant

Roadway_Preservation

Scope of Work

It is the intent of this project to reconstruct and resurface Clubhouse South Drive from Emerson Avenue to Town Bank Road. The scope of work will include removing 4" of the existing cartway, reconstructing the existing base course with dense graded aggregate, regrading and paving with 2" Asphalt 9.5 M64 Surface Course and 2" Asphalt 19 M64 Base Course.

DRAFT

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

RESOLUTION #2014-284

TITLE: CERTIFICATION OF BEST PRACTICES INVENTORY

WHEREAS, the New Jersey State Appropriations Act (P.L. 2011, c85) requires the Division of Local Government Services (DLGS) to determine the payment amount for each municipality's final share of State Aid based upon the results of the Best Practices Checklist; and

WHEREAS, the purpose of the Best Practices Checklist is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid unless the municipality certifies a minimum of 41 out of 50 best practices; and

WHEREAS, the attached 2014 Best Practices Inventory for the Township of Lower shows that the Township qualifies to receive 100% of the final payment of State Aid.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the 2014 Best Practices Inventory has been reviewed and has been forwarded to the State of New Jersey Department of Community Affairs.

I hereby certify the foregoing to be the original resolution adopted by the Township Council at a public meeting held on October 20, 2014.

Julie A. Picard, Township Clerk

	MOITON	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

Best Practices Worksheet CY 2014/SFY2015

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Comments
	Question	
General Management - GM		
1	<p>Yes</p> <p>Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u></p>	<p>The Township renewed its shared service agreement with West Cape May for construction, with Cape May County for garage services and with both school boards for school resource officers.</p>
2	<p>Yes</p> <p>Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. <u>Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?</u></p>	<p>The police department has a traffic control policy. Each situation is evaluated by trained personnel to appropriately respond to the traffic conditions.</p>
3	<p>Yes</p> <p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>	
4	<p>Yes</p> <p>Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 <u>Report with respect to local government legal fees</u>, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?</p>	

Best Practices Worksheet CY 2014/SFY2015

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
5	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
6	<p>Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).</p>	<p>Lower Township Administrative Code: Article 11 - Township Council, Chapter 3, section 8</p>
7	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "<u>PERC Summary Form: Public Sector: Non-Police and Non-Fire</u>; Section V Impact of Settlement" and "<u>PERC Summary Form: Police and Fire</u>; Section VII Impact of Settlement"</p>	

Best Practices Worksheet CY 2014/SFY2015

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Question
		Comments
	No	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm . Does your municipality have, or is your municipality in the process of attaining, a <u>Community Rating System ranking of at least Class 9?</u>
9	N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?
10	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?</u>

Best Practices Worksheet CY 2014/SFY2015

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Answer	Question	Comments
11	Yes	<p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u></p>	<p>In 2014, Lower Township applied to and received approval from the Local Finance Board to dissolve the Lower Township Municipal Utilities Authority after a financial analysis showed an annual savings of \$1M. On September 15, 2014 the ordinance to assume responsibility for the MUA's outstanding debt was voted down 3-2 halting the effort to dissolve the Authority.</p>
Finance & Audit - FA			
12	Yes	<p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</u></p>	<p>The Budget and Finance Committee - 10/7/2014</p>

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
13	<p>No</p> <p>With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. <u>Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?</u></p>	
14	<p>Yes</p> <p>Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</p>	<p>The Budget and Finance Committee last met on 10/7/14.</p>
15	<p>Yes</p> <p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit? If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</u></p>	

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
16 Yes	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</u></p>	
17 Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Answer	Question	Comments
18	Yes	<p><u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u></p>	
19	Yes	<p>For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?</p>	
20	Yes	<p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u></p>	

Best Practices Worksheet CY 2014/SFY2015

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Question
		Comments
21	Yes	<p>Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u></p>
22	Prospective	<p>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?</p> <p style="text-align: center;">Procurement - P</p>
23	Yes	<p>Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dea/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc. <u>Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</u></p> <p>Changes in energy markets could potentially offer substantial savings for local governments. <u>Local Finance Notice 2012-12</u> provides important guidance on the competitive procurement of energy. <u>Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? If you answer "Yes", please state in the comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.</u></p>
24	Yes	<p>Discussed at June 2, 2014 meeting.</p>

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
25	<p>Answer</p> <p>The Local Finance Board recently adopted new rules, outlined in <u>Local Finance Notice 2013-17</u>, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.</p>	<p>Awarded contract to Bank of America State Contract #T1654 at meeting of April 21, 2014. Training and implementation of policies and procedures is pending.</p>
25	<p>Answer</p> <p>N/A</p> <p>P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts \$5 million or above, and grants the Treasurer discretion to assign monitors on contracts below \$5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over \$2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. Has your municipality reported all Superstorm Sandy-related contracts over \$2 million to the State Treasurer?</p>	

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
	Answer	
27	<p>Prospective nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>	
	Budget Preparation and Presentation - BP	
28	<p>Yes</p> <p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u></p>	
29	<p>Yes</p> <p>In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u></p>	

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Question
		Comments
30	Yes	<p>Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. <u>If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</u></p>
31	Yes	<p>Do elected officials receive a written status report <u>at least quarterly</u> on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>
32	Yes	<p>In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?</p>
33	Yes	<p><u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u>. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?</p>
34	Yes	<p><u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u>. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</p>
Health Insurance - HI		

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Question	Comments
35	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "Yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</p>	
36	<p>Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?</p>	
37	<p>Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u></p>	

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
40	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</u></p>	<p>See Article XI, paragraph B of the Supervisor's contract.</p>
41	<p>Yes</p> <p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?</p>	
42	<p>Yes</p> <p>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?</p>	

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Question	Comments
Answer		
43	<p>Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?</p>	
44	<p>Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?</p>	
45	<p>Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?</p>	
46	<p>The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-related continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.</p>	
47	<p>The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$595 for disabilities beginning on or after 1/1/13. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</p>	

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0505	Answer	Question	Comments
48	Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
50	Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	

Best Practices Worksheet CY 2014/SFY2015

		Lower Township (Cape May)	
0505	<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Answer	Question	Comments
	0	Select	
	40	Yes	
	6	No	
	2	N/A	
	2	Prospective	
	50	Total Answered:	
	44	Score (Yes + N/A + Prospective)	
	88%	Score %	
	0%	Percent Withheld	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
		Name & Title	Date
		Michael Voll, Township Manager	10/8/2014
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
		Name	Date
		Lauren Read, CFO	10/8/2014
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the Township of Lower in the County of Cape May will discuss the CY 2014/SFY 2015 Best Practice Inventory as completed herein at a public meeting on October 20, 2014, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
		Name	Date
		Julie A. Picard, Township Clerk	10/8/2014

Lower Township (Cape May)

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Red = Repeat Question; Prospective answers not permitted
 Blue = Questions where neither "not applicable" nor "N/A" answers are permitted
 Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted
 No Color = "Yes", "No", "Prospective" and "Not Applicable" are all permissible answers

# of Questions scored Yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question Table of Weblinks

4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Non-Police_and_Non-Fire_2012.04.02_Instructions_and_Example.pdf	
8	http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system	
8	http://www.nj.gov/dep/floodcontrol/about.htm	
20	http://www.nj.gov/dca/divisions/dlgs/fms/13/2013-3.pdf	
21	http://www.nj.gov/dca/divisions/dlgs/fms/14/2014-09.pdf	
23	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
24	http://www.nj.gov/dca/divisions/dlgs/fms/12/2012-12.pdf	
25	http://www.nj.gov/dca/divisions/dlgs/fms/13/2013-17.pdf	
26	http://www.state.nj.us/treasury/news-sandy.shtml	

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

RESOLUTION #2014-285

TITLE: AMENDING RESOLUTION #2014-62 AWARD OF CONTRACT TO WYNS CONSULTING, LLC

WHEREAS, the Township of Lower ("Township") adopted Resolution #2013-286 at its Council Meeting of November 4, 2013, awarding a contract to Wyns Consulting, LLC at a fee not to exceed \$5,000; and

WHEREAS, on February 3, 2014 Resolution #2014-62 amended the original amount of the contract to an amount not to exceed \$21,500; and

WHEREAS, Wyns Consulting, LLC, who provided expert analysis of the Lower Cape May Regional School issue, is needed for additional analysis in preparation for the Special Election and has indicated that he will provide the goods or services described hereinabove at a rate of \$200.00 per hour for a total revised price not to exceed \$600; and

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

Appropriation: 4-01-20-155-299

Signature:



NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Lower hereby amends Resolution #2014-286 to reflect an increase of \$600 and approves the contract for the goods and services for a total amount not to exceed \$22,100.

BE IT FURTHER RESOLVED that notice of Award of Professional Contract for the above appointment shall be published in the official Township paper.

I hereby certify the foregoing to be the original Resolution adopted by the Township Council at a meeting held on October 20, 2014.

Julie A. Picard, Township Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
NEVILLE						
SIMONSEN						
CLARK						
BECK						

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

ORDINANCE #2014-11

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER

BE IT ORDAINED by the Township Council, the governing body of the Township, County of Cape May, State of New Jersey that the following ranges and rates of pay are established as follows, exclusive of longevity:

TOWNSHIP COUNCIL

Mayor	15,000.00	to	15,500.00
Councilmembers	12,000.00	to	12,500.00

NON-UNION ADMINISTRATIVE/MANAGEMENT PERSONNEL

Township Manager	85,000.00	to	120,000.00
Township Clerk	74,000.00	to	87,000.00
Chief Financial Officer	77,000.00	to	94,000.00
Assistant Township Clerk	46,000.00	to	53,000.00
Director of Personnel	70,000.00	to	90,000.00

NON-UNION POLICE PERSONNEL

Chief of Police	107,584.00	to	138,000.00
-----------------	------------	----	------------

SUPERIOR OFFICERS - POLICE

Police Captain	100,034.00	to	128,000.00
Police Lieutenant	94,000.00	to	119,000.00

SUPERVISORS UNION

General Supervisor Public Works	59,000.00	to	76,000.00
Tax Assessor	60,000.00	to	92,000.00
Tax Collector	60,000.00	to	90,000.00
Construction Official	52,000.00	to	80,000.00
Supt. Recreation Parks	56,000.00	to	85,000.00
Supt. of Public Works	75,000.00	to	100,000.00
Planning Director	60,000.00	to	90,000.00
Court Administrator	55,000.00	to	85,000.00
Co-ordinator Fed. & State Aid	50,000.00	to	75,000.00
Deputy Court Administrator	45,000.00	to	55,000.00
Supervisor of Garage Services	66,000.00	to	76,000.00
Supervisor Building, Grounds	59,000.00	to	79,000.00
Qualified Purchasing Agent	45,000.00	to	68,000.00
Purchasing Agent	45,000.00	to	68,000.00
Township Engineer	70,000.00	to	100,000.00

AFSCME

Cashier	26,966.00	to	38,000.00
Clerk Typist	26,966.00	to	42,000.00
Clerk	26,966.00	to	42,000.00
Assessing Clerk	26,966.00	to	42,000.00
Assessing Clerk Typist	26,966.00	to	42,000.00
Tax Clerk	26,966.00	to	42,000.00
Building Maintenance Worker	26,966.00	to	38,000.00
Building Maintenance Worker (PT)	15,000.00	to	22,500.00
Building Service Worker	26,966.00	to	38,000.00

Account Clerk-Typing	26,966.00	to	42,000.00
Computer Operator	26,966.00	to	42,000.00
Senior Tax Clerk	30,567.00	to	45,000.00
Senior Police Records Clerk	30,567.00	to	45,000.00
Senior Account Clerk	30,567.00	to	45,000.00
Senior Assessing Clerk	30,567.00	to	45,000.00
Senior Clerk Typist	30,567.00	to	45,000.00
Senior Clerk Stenographer	30,567.00	to	45,000.00
Senior Telephone Operator/Receptionist	30,567.00	to	45,000.00
Senior Computer Operator	30,567.00	to	45,000.00
Code Enforcement Officer	30,567.00	to	45,000.00
Registrar of Vital Statistics	30,567.00	to	45,000.00
Assessing Aide	34,168.00	to	52,000.00
Senior Code Enforcement Officer	34,168.00	to	52,000.00
Principal Clerk	34,168.00	to	58,000.00
Principal Account Clerk	34,168.00	to	58,000.00
Principal Assessing Clerk	34,168.00	to	58,000.00
Principal Clerk Stenographer	34,168.00	to	58,000.00
Principal Clerk Typist	34,168.00	to	58,000.00
Supervising Computer Operator	34,168.00	to	58,000.00
Building Inspector	37,769.00	to	52,000.00
Building Subcode Official	37,769.00	to	52,000.00
Plumbing Subcode Official	37,769.00	to	52,000.00
Plumbing Subcode Inspector (PT)	10,000.00	to	30,000.00
Plumbing Inspector	26,062.00	to	52,000.00
Plumbing Inspector (P/T)	10,000.00	to	30,000.00
Electrical Subcode Official	37,769.00	to	52,000.00
Electrical Inspector	26,062.00	to	52,000.00
Electrical Inspector (PT)	10,000.00	to	30,000.00
Fire Protection Inspector	26,062.00	to	52,000.00
Fire Protection Inspector (PT)	10,000.00	to	30,000.00
Assistant Zoning Officer	37,769.00	to	52,000.00
Assistant Tax Collector	37,769.00	to	52,000.00
Assistant Treasurer (FT)	37,769.00	to	52,000.00
Assistant Superintendent of Recreation	37,769.00	to	52,000.00
Assistant Superintendent of Recreation (PT)	32,000.00	to	52,000.00
Public Safety Telecommunicator or Trainee	30,000.00	to	50,000.00
Relief Public Safety Telecommunicator or Trainee	14.42 hr.	to	17.33 hr.
Violations Clerk	30,567.00	to	41,000.00

POLICE PERSONNEL

Police Sergeant	86,051.00	to	102,267.00
Police Officer	33,000.00	to	94,424.00
Special Law Enforcement Officer (Class I)	8.25 hr.	to	10.00 hr.
Special Law Enforcement Officer (Class II)	11.00 hr.	to	16.00 hr.
Special Law Enforcement Officer - without Police Academy Certification	Applicable Minimum Wage Established by Department of Labor		

PUBLIC WORKS PERSONNEL

Equipment Operator	23.81	to	27.30 hr.
Supervising Equipment Operator	25.82	to	29.48 hr.
Motor Broom Driver	22.58	to	25.97 hr.
Mechanic	26.50	to	30.50 hr.
Mechanics Helper	24.14	to	27.66 hr.

Senior Mechanic/Diesel	28.25	to	32.11 hr.
Maintenance Repairer	23.06	to	26.49 hr.
Sr. Maintenance Repairer	26.43	to	28.05 hr.
Laborer	14.42	to	25.16 hr.
Supervising Laborer	23.84	to	27.34 hr.
Rec. Parks Maintenance Worker/Groundskeeper	17.42	to	22.13 hr.
Electrician	22.64	to	26.04 hr.
Sign Maker/Wood & Metal	22.17	to	25.53 hr.
Senior Groundskeeper	19.03	to	22.13 hr.
Groundskeeper	14.42	to	25.16 hr.
Temporary Laborers	14.42	to	16.58 hr.
Recycling Program Aide	12.00	to	14.42 hr.
Animal Control Officer	21.83	to	25.16 hr.

OTHER EMPLOYEES

Deputy Manager	2,600.00	to	3,500.00
Court Attendant	8,000.00	to	9,000.00
Township Prosecutor	18,500.00	to	25,000.00
Municipal Judge	40,000.00	to	50,000.00
Public Defender	11,000.00	to	15,000.00
Recording Secretary Planning/Zoning Board	3,500.00	to	4,000.00
Fire Subcode Official	12,000.00	to	18,000.00
Safety Coordinator	3,000.00	to	4,000.00
District Recycling Coordinator	250.00	to	2,000.00
Emergency Management Coordinator	6,900.00	to	8,000.00
Dep. Emergency Management Coordinator	2,000.00	to	3,000.00
Code Enforcement Officer Trainee	9.00 hr.	to	12.00 hr.
Assistant Treasurer (PT)	6,900.00	to	13,000.00
Tax Search Officer	3,000.00	to	3,500.00
Terminal Agency Coordinator	1,500.00	to	1,500.00
Animal Control (PT)	4,000.00	to	10,000.00

HOURLY EMPLOYEES

Lifeguard/Swimming Instructor	10.00	to	16.00 hr.
Recreation Aide	9.76	to	16.00 hr.
Senior Citizen Program Aide	9.76	to	16.00 hr.
Ticket Taker	7.25	to	10.00 hr.
Park Attendant	11.00	to	13.00 hr.

BUREAU OF FIRE SAFETY

Fire Official	72,000.00	to	87,000.00
Fire Inspector	30,000.00	to	49,000.00
Fire Prevention Specialist (FT)	30,000.00	to	49,000.00
Fire Prevention Specialist (PT)	8.00	to	12.00 hr.
Fire Safety Board Members	1,000.000	Annually	

Section 2. Longevity pay is only applicable to PBA union employees hired prior to May 10, 2012. All other employees (union and non-union) are ineligible for longevity pay.

Section 3. Owners of private automobiles that are used for travel in connection with Township business shall be reimbursed for the use of said automobiles in accordance with the business use mileage rate established by the Internal Revenue Service in the year in which the travel occurred. All employees who do use their personal

cars for Township business must furnish the Department of Revenue & Finance with a Certificate of Insurance supplied by the employee's insurance agent.

Section 4. Whenever a salary range is provided in this ordinance, the Township Council pursuant to the Lower Township Administrative Code and pursuant to contract shall determine the salary of the employees involved in the range, such determination to be made on the basis of time holding the position, experience, ability and performance. The Township shall not be obligated with respect to any employee to grant an increase in any year, except as may be provided by contract.

A. The Township Clerk shall be granted the same salary increase as shall be agreed for the Township Chief Financial Officer/Treasurer, Township Tax Assessor and Township Tax Collector pursuant to contract and New Jersey State Statute.

B. Permanent managerial/confidential employees not part of any bargaining unit by nature of their position shall continue to be governed by and receive the same benefits pursuant to the union contract which governs their annual increase.

C. All other non-union personnel shall be granted such salary increases as approved by the Township Council.

Section 5. The Chief Executive Official is hereby authorized to adopt a group hospitalization plan and other insurance plans pursuant to contract and to provide that such premiums be paid by the Township of Lower.

Section 6. The Township Council is hereby authorized to award overtime pay at the rate of one and one half of the regular rate, in accordance with the Federal Labor Standards Act applicable thereto, pursuant to contracts for all employees.

Section 7. This ordinance shall take effect immediately upon final passage and publication according to law, retroactive to January 1, 2014.

Section 8. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Thomas Conrad, Councilmember

James Neville, Councilmember

Erik Simonsen, Councilmember

Norris Clark, Deputy Mayor

Michael E. Beck, Mayor

Adopted:

Attest: _____
Julie A. Picard, Township Clerk

Township of Lower, County of Cape May, State of New Jersey

ORDINANCE #2014-12

TITLE: AMENDING ORDINANCE #2013-21; AN ORDINANCE AMENDING CHAPTER 475 OF THE PARKS AND RECREATION AREAS ORDINANCE OF THE TOWNSHIP OF LOWER

WHEREAS, Chapter 475-13; Rental Guidelines for Lower Township Millman Community Center, sets forth the requirements and fees for the rental of the Lower Township Millman Community Center; and

WHEREAS, it has become necessary to change the rental fees for both Room A and Room B of the Lower Township Millman Community Center to better serve the Community.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey as follows:

Section 1: Chapter 475 Article III of the Township of Lower Municipal Ordinance is hereby amended as follows:

475-13. Rental Guidelines for the Lower Township Millman Community Center

1. Contract

(c) Events shall be considered scheduled only when the contract has been executed and a non-refundable reservation deposit of \$300.00 has been received by the Facility Coordinator.

i. The rental fee Friday thru Sunday for Room "A" with a capacity of 149 persons is \$850.00 for four (4) hours. Each additional hour will be charged at \$100.00 per hour

The rental fee Monday thru Thursday for Room "A" with a capacity of 149 persons is \$650.00 for four (4) hours. Each additional hour will be charged at \$75.00 per hour

Lower Township Resident, upon proof of residency, will receive a \$100.00 discount on Room "A" rental.

ii. The rental fee for Room "B" with a capacity of 49 persons is \$350.00 for four (4) hours. Each additional hour will be charged at \$75.00 per hour.

(d) The balance of the rental fee must be paid thirty (30) days prior to the event date.

Section 2. All other Ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency

Section 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

Section 4. This Ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

Thomas Conrad, Councilmember

James Neville, Councilmember

Erik Simonsen, Councilmember

Adopted:

Norris Clark, Deputy Mayor

Attest: _____
Julie A Picard, Township Clerk

Michael E Beck, Mayor

PERSONNEL ACTIONS

Report for Council Meeting of 10/20/14

<u>Department</u>	<u>Name</u>	<u>Eff. Date</u>	<u>Replaces</u>	<u>Action</u>	<u>Title</u>	<u>Budgeted Item</u>
Construction	Kajander, Richard	10/02/2014	Hettenbach, Fred	new hire	Plumbing Sub-Code	Yes
Public Safety	Yumet, Amanda	09/29/2014		new hire	relief dispatcher	Yes

Date of report: 10/16/2014

c: Manager
Clerk
Payroll
Asst. Treasurer
Personnel Director
Bulletin Board
File

Clerk's
Register Report
9/1/2014 Through 9/30/2014

10/1/2014
Account

Description

Memo

Category

Page 1
Amount

INCOME

TOTAL Campgrounds & Trailers	107.00
------------------------------	--------

TOTAL Rental Merc 2014-2015	5,642.00
-----------------------------	----------

TOTAL Scrapper	10.00
----------------	-------

TOTAL Yard Sales	280.00
------------------	--------

TOTAL INCOME	6,039.00
--------------	----------

TRANSFERS

TOTAL Council Checking	-6,039.00
------------------------	-----------

TOTAL TRANSFERS	-6,039.00
-----------------	-----------

OVERALL TOTAL	0.00
---------------	------

Township of Lower
 2600 Bayshore Road
 Villas, NJ 08251
 609-886-1455

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 09/01/2014 To 09/30/2014

October 10, 2014 3:24:42PM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$2,005,149.00	Cubic Footage:	346116 Cu.ft	Permit Issued:	220
Cost Of Alteration:	\$1,345,946.00	Square Footage:	28068 Sq.ft	Updates Issued:	8
Cost Of Demolition:	\$4,000.00			All Fees Waived:	3
Total Cost:	\$3,355,095.00			Municipal Fees Waived:	2

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$18,208.00	Building:	\$0.00	Building:	\$1,476.00	Building Fees:	\$16,732.00
Electrical:	\$12,173.00	Electrical:	\$0.00	Electrical:	\$784.00	Electrical Fees:	\$11,389.00
Fire :	\$3,948.00	Fire :	\$0.00	Fire :	\$90.00	Fire Fees:	\$3,858.00
Plumbing:	\$13,060.00	Plumbing:	\$0.00	Plumbing:	\$772.00	Plumbing Fees:	\$12,288.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$3,122.00	Technical Fees:	\$44,267.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$1,156.00	\$0.00	\$1,156.00
Alteration Training Fee:	\$2,277.00	\$0.00	\$2,277.00
DCA Minimum Fee:	\$30.00	\$2.00	\$28.00
Sub total Training Fee:	\$3,463.00	\$2.00	\$3,461.00

TECHNICAL ISSUES

Building Technical:	90
Electrical Technical:	112
Fire Protection Technical:	42
Plumbing Technical:	118
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$2,151.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$2,151.00

CERTIFICATE ISSUES

Certificate of Occupancy:	2
Certificate of Approval:	13
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$44,267.00
DCA FEES:	\$3,461.00
CERTIFICATE FEES:	\$2,151.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$49,879.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$200.00
GRAND TOTAL FEES:	\$50,079.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 09/01/2014 To 09/30/2014

October 10, 2014 3:25:38PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$4,468.00	\$45,611.00	\$0.00	\$50,079.00
LICENSE FEES	Sub Totals:	\$0.00	\$300.00	\$0.00	\$300.00
GRAND TOTALS:		\$4,468.00	\$45,911.00	\$0.00	\$50,379.00

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 09/01/2014 To 09/30/2014

October 10, 2014 3:26:19PM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$147,800.00	Cubic Footage:	40007 Cu.ft	Permit Issued:	9
Cost Of Alteration:	\$190,150.00	Square Footage:	3798 Sq.ft	Updates Issued:	2
Cost Of Demolition:	\$11,000.00			All Fees Waived:	1
Total Cost:	\$348,950.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$5,256.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$5,256.00
Electrical:	\$989.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$989.00
Fire :	\$589.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$589.00
Plumbing:	\$1,593.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$1,593.00
Elevator:	\$306.00	Elevator:	\$0.00	Elevator:	\$306.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
		Total Waived:	\$306.00	Technical Fees:	\$8,427.00		

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$133.00	\$0.00	\$133.00
Alteration Training Fee:	\$323.00	\$28.00	\$295.00
DCA Minimum Fee:	\$1.00	\$0.00	\$1.00
Sub total Training Fee:	\$457.00	\$28.00	\$429.00

TECHNICAL ISSUES

Building Technical:	7
Electrical Technical:	6
Fire Protection Technical:	3
Plumbing Technical:	4
Elevator Technical:	1
Mechanical Technical:	

Certificate of Occupancy Fee:	\$392.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$392.00

CERTIFICATE ISSUES

Certificate of Occupancy:	0
Certificate of Approval:	0
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$8,427.00
FEES:	\$429.00
CERTIFICATE FEES:	\$392.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$9,248.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$9,248.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 09/01/2014 To 09/30/2014

October 10, 2014 3:27:24PM

ACCOUNT:	Cash Amount	Check Amount	Credit Card Amount	Total Fee	
PERMIT FEES	Sub Totals:	\$59.00	\$9,189.00	\$0.00	\$9,248.00
GRAND TOTALS:		\$59.00	\$9,189.00	\$0.00	\$9,248.00



**Lower Township Police Department
Monthly Activity Report**

2014

	September	Total:	May - Sept
General Complaints and Service Calls	1,862	26590	13575
Emergency Medical Calls with L. T. Rescue	201	1644	1017
Fire Alarm Call Outs (Total)	31	375	227
Villas Fire Company	6	107	53
Town Bank Fire Company	17	144	90
Erma Fire Company	8	124	84
Assaults	4	61	32
Robbery	1	9	4
Domestic Violence Complaints	31	357	222
Domestic Violence with Assaults	7	78	50
Motor Vehicle Accidents	37	365	244
Traffic Warnings	6	231	115
Traffic Summons	119	1270	800
Motor Vehicle Stops	342	3829	2230
Local Ordinance Warnings	0	4	2
Local Ordinance Complaints	0	27	18
Assaults on Police Officers (UCR Report Return "A")	0	2	1
Residential and Commercial Alarm Calls	50	527	282
Property Checks	998	10742	5784
Death Investigations	3	33	20
Burglaries	23	131	68
Thefts	40	304	187
Criminal Mischief Complaints	27	224	129
Disorderly Conduct Complaints	73	572	387
Animal Control Complaints	32	658	345
Adult Arrests (UCR Report Return "A")	50	433	237
Juvenile Arrests (UCR Report Return "A")	5	49	20
D.W.I. Arrests (UCR Report JV & Adult Arrests Combined)	7	46	36
Drug Possession Arrests (UCR Report JV & Adult Arrests Combined)	6	50	35
Investigation Reports Completed	138	970	530
Supplemental Investigation Reports Completed	50	522	289
Total Value Property Stolen (UCR Report Return "A")	\$22,475.00	\$405,336.00	\$248,335.00
Total Value Property Recovered (UCR Report Return "A")	\$3,783.00	\$130,117.00	\$47,231.00



**Lower Township Police Department
Monthly Activity Report**

2014

	September	Total:	May - Sept
Man Power Loss in Hours			
Union	0	0	0
Suspended	0	0	0
(V) Vacation	1100	7626.5	4521.5
(P) Personal	160	933	653
(C) Used Comp Hours	24	558.5	404.5
(S) Sick Hours	220	2057.5	1377.5
(WC) Injury Hours	0	248	248
Training Hours	576	4972	2260
(M) Military Training	192	2400	1284
Police Department Overtime in Hours			0
(K= Patrol) Operations Overtime	261.75	1827.5	1500.25
(CE = Patrol) Operations Comp Time	469.13	740.38	614.63
(K = Detective) Investigation Division Overtime	93	490.5	306
(CE= Detective) Investigation Division Comp Time	30.75	296.25	154.75
(COT) Court Overtime	9.5	199.5	89
(CCE) Court Comp Time	0	18	13.5
(H) Holiday Overtime	109	2344.5	317.5
(HCE) Holiday Comp Time	20	195.5	80.5
Government/Grant Funding Overtime in Hours		0	0
(CIOT) Click It or Ticket	0	76	76
(COPS) Cops n Shops	8	24	24
JV Curfew	0	0	0
(DDEF / DSGP) DWI Grants	1.5	137.5	137.5
Other	24	112	84
Private Funding Overtime in Hours			0
(OSC) Special Detail	20	234.5	206.5

Prepared by:

Chief William Mastriana

Chief William Mastriana

Date: 10/8/2014

	Total	Jan	Feb	Mar	Apr	May	June	July	Aug
BEG. BAL. JAN. 1, 2014	5,744,728.47	5,744,728.48	5,774,309.15	6,331,025.67	3,261,217.78	2,618,353.73	5,161,562.61	3,990,080.79	6,657,792.13
RECEIPTS:									
Per Revenue Status	49,928,526.10	6,025,111.65	7,531,730.16	1,806,409.50	8,927,150.58	8,252,278.01	854,924.27	6,916,985.70	9,613,936.23
less: post cash surplus	(2,065,000.00)				(2,065,000.00)				
Interest due from Escrow	(120.28)	(17.98)	(15.81)	(16.73)	(16.13)	(10.97)	(15.67)	(16.32)	(10.67)
Interest due from Capital	(185.83)	(37.78)	(56.67)	(66.76)	(20.58)	(1.10)	(1.00)	(0.98)	(0.96)
Transfers:	47,863,219.99	6,025,055.89	7,531,657.68	1,806,326.01	6,862,113.87	8,252,265.94	854,907.60	6,916,968.40	9,613,924.50
Capital	1,200,000.00				1,200,000.00				
Note Sale	829,536.00								829,536.00
Grants Received:									
ALED \$ RECD	1,063.44						1,063.44		
CC\$ RECD	65,187.69					65,187.69			
JIF \$ RECD	3,555.48	2,000.00	1,555.48						
SC \$ RECD 0349 outfalls	36,788.00		36,788.00						
SC \$ RECD 0122 ada	323,059.00				32,851.00	40,243.00	68,306.00	85,199.00	96,460.00
CLICKIT \$ RECD	4,000.00								4,000.00
BODY ARMOR? \$ RECD	3,725.00			1,117.50		2,607.50			
TOTAL RECEIPTS:	50,330,134.60	6,027,055.89	7,570,001.16	1,807,443.51	8,094,964.87	8,360,304.13	924,277.04	7,002,167.40	10,543,920.60
DISBURSEMENTS:									
2013 Reserves	688,213.80	579,841.50	39,467.21	21,958.88	3,318.37	20,171.72	(4,591.06)	6,225.94	21,821.24
2014 Current	47,209,557.47	5,417,269.88	6,850,951.31	5,112,515.92	8,924,267.77	6,345,030.71	2,212,900.85	4,896,081.19	7,450,539.84
2014 Capital	1,006,766.40	91,279.36	421,838.37	34,479.97	170,113.06	33,353.37	55,476.48	51,630.18	148,595.61
less: CIF post	(95,000.00)				(95,000.00)				
less: Def chgs reassess	(37,000.00)					(37,000.00)			
less: Def chgs sp em	(200,000.00)					(200,000.00)			
Appropriation Refunds:	(2,145,922.21)	(90,915.52)	(298,972.25)	(291,703.37)	(264,870.28)	(344,460.55)	(168,027.41)	(619,481.25)	(67,491.58)
TOTAL DISBURSEMENTS	46,426,615.46	5,997,475.22	7,013,284.64	4,877,251.40	8,737,828.92	5,817,095.25	2,095,758.86	4,334,456.06	7,553,465.11
END. BAL. DEC. 31, 2014	9,648,247.61	5,774,309.15	6,331,025.67	3,261,217.78	2,618,353.73	5,161,562.61	3,990,080.79	6,657,792.13	9,648,247.62
Total Appropriation Refunds	(2,145,922.21)	(90,915.52)	(298,972.25)	(291,703.37)	(264,870.28)	(344,460.55)	(168,027.41)	(619,481.25)	(67,491.58)
Bank Balance									
Checking	6,718,850.46	6,120,451.79	3,978,792.85	3,315,646.62	4,936,961.68	4,330,542.56	6,082,892.83	9,436,187.07	
Online Payment Acct	113,162.24	171,556.50	30,583.59	42,586.65	192,270.68	47,467.37	149,491.54	232,813.95	
Total Bank Balance	6,832,012.70	6,292,008.29	4,009,376.44	3,358,233.27	5,129,232.36	4,378,009.93	6,232,384.37	9,669,001.02	
ADD: Deposits in Transit	611,365.77	115,552.86	1,415,005.57	923,697.04	86,864.93	87,142.17	488,810.31	3,560.00	
LESS: Outstanding Checks	(1,669,069.32)	(76,535.48)	(2,163,164.23)	(1,663,576.58)	(54,534.68)	(475,071.31)	(63,402.55)	(24,313.40)	
Adjusted Bank Balance	5,774,309.15	6,331,025.67	3,261,217.78	2,618,353.73	5,161,562.61	3,990,080.79	6,657,792.13	9,648,247.62	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Deposits in Transit:
3,560.00

Outstanding Checks:	
52240	15.00
52358	15.00
52748	10.00
53009	759.25
53014	5.00
53162	25.42
53180	230.00
53202	15.00
53209	40.70
53224	285.84
53228	394.60
53229	502.16
53231	880.00
53238	3,989.00
53242	300.00
53248	318.37
53260	2,192.00
53261	850.00
53288	6,106.50
53297	629.19
53298	1,556.00
53299	4,160.00
53305	681.37
53306	278.00
DUE TRUST	75.00
Total OS checks	24,313.40

**2014 CASH RECEIPTS
SEPTEMBER**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary Tax 2015	65,167.06	602,740.87
Current year taxes (2014)	506,027.17	42,291,387.83
Prior year taxes (2013)		811,277.38
Arrears (2012)		2,266.91
Municipal lien		3,173.19
Recording		76.00
Bankruptcy		123.12
MUA CHARGES		191,928.27
Municipal service Fees	6,810.00	53,076.67
Tax Search Fees		20.00
Interest	6,760.24	119,346.70
Tax Sale Cost		20,785.85
Lot clearing		12,520.00
Returned Check Fees	20.00	420.00
Duplicate Bills	5.00	650.00
Trash	10,416.75	40,297.00
Premium		425,800.00
TOTAL DEPOSITS	595,206.22	44,575,889.79
DEPOSITED TO COUNCIL CHECK	528,135.89	42,923,749.83
DEPOSITED TO WIPP ACCOUNT	67,070.33	1,226,339.96
PREMIUM ACCOUNT		425,800.00
TOTAL DEPOSITS	595,206.22	44,575,889.79
NSF Reversals	901.41	40,990.26
TOTAL	594,304.81	44,534,899.53

Prepared by Susan Jackson

**2014 SEPTEMBER
VITAL STATISTICS**

Marriages,Civil Unions	29
Domestic Partners	0
Ceritified Copies	92
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$725.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$87.00
Domestic Partners Twp	\$0.00
Certified Copies	\$920.00
Certified Copies EDRS	\$0.00
Burial Permits	\$0.00

TOTAL **\$1,732.00**