

**WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL**

**July 6, 2020 - 5:00 P.M.**

**Meeting called to order**

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

**Work Session**

**Consent Agenda**

Approval of Minutes – June 15, 2020 & June 24, 2020

Res. #2020-189 Payment of Vouchers \$ 565,170.07

Res. #2020-190 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Clean Communities \$74,254.08)

Res. #2020-191 Certification to Local Finance Board of Receipt and Review of Audit Sections General Comments & Recommendations

Res. #2020-192 Authorizing the Sale of Township of Lower Surplus No Longer Needed for Public Use on Govdeals Online Auction Website

Res. #2020-193 Renewal of Commercial Excavation (Gravel Pit) Licenses – (Cape Mining & T.Brodesser)

Res. #2020-194 Authorization for the Payout of Accumulated Compensatory Time (J.Scheck \$4,501.39)

Res. #2020-195 Authorizing Payout of Terminal Leave (V.Kline \$717.10)

Res. #2020-196 A Resolution Authorizing the Execution of an Agreement with David Schultz Airshows, LLC and the City of Cape May Pertaining to a July 4<sup>th</sup>, 2020 Independence Day Flyover and Payment in the amount of \$500 to the City of Cape May in Connection with Said Agreement (\$500.00)

**Regular Agenda**

Res. #2020-197 Approval of an Alcoholic Beverage Control License Place to Place Transfer – EXPANSION OF LICENSED PREMISES – License #0505-33-020-004; Marco Vokes, Inc, t/a Crest Tavern

Res. #2020-198 Payment of Vouchers – Lower Township Rescue \$10,000.00

**Manager's Report**

**Council Comments**

**Call to the Public**

**Adjournment**

**This Meeting will be open to the public with a room capacity of 45 persons according to Governor Murphy's Executive Orders. Anyone wishing to participate in this meeting is urged to do so by dialing 1-571-317-3122. Access Code: 561-336-469#.**

## COUNCIL MEETING MINUTES – June 15, 2020

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on June 15, 2020 at 5:00 p.m. via GoToMeeting at 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 by video for roll call taken by the Clerk:

Councilmember Thomas Conrad  
 Councilmember Kevin Coombs  
 Councilmember Roland Roy, Jr.  
 Deputy Mayor David Perry  
 Mayor Frank Sippel

Also present via video conference: James Ridgway, Township Manager, David Stefankiewicz, Township Solicitor and Robert Belasco, Township Solicitor. Karen Fournier, Deputy Township Clerk, was physically present.

### Work Session

#### Consent Agenda

Approval of Minutes - June 1, 2020

Res. #2020-178 Payment of Vouchers \$ 193,437.05

Res. #2020-179 A Resolution Re-Appointing Jennifer Dowe as Tax Assessor for the Township of Lower Pursuant to N.J.S.A.54:1-35.31 Effective July 1, 2020

Res. #2020-180 Insertion of Special Item Of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Alcohol Education and Rehabilitation)

Res. #2020-181 Insertion of Special Item Of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Cops in Shops)

Res. #2020-182 Authorization for Refund of Taxes (3 properties \$4,345.04)

Res. #2020-183 Re-Appointment to the Planning Board (C.McDuell)

Res. #2020-184 Authorization for 2020 Incentive Award for Insurance Waiver (2 employees \$2,916.67)

Res. #2020-185 A Resolution Tabling Discussions Associated with the Development and Construction of a State-Of-The Art Aquatic Center with the Township of Lower at the Cape May County Airport

Res. #2020-186 Approval of Change Order #1 to Bayshore Landscaping for Additional Property at the Pump Station on Clearwater and Roseanne Avenue

Res. #2020-187 Bid Rejection for Jonathon Hoffman Playground Improvements – Mitnick Park

Mayor Sippel commented in support of Res. #2020-185, stating that moving forward, in his opinion, would not be financially prudent to the taxpayers at this time.

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

### Regular Agenda

**Ordinance #2020-12** Bond Ordinance Providing for Various 2020 Capital Improvements, By and In the Township of Lower, in the County of Cape May, State of New Jersey ("the Township"; Appropriating \$2,055,000 Therefor and Authorizing the Issuance of \$1,950,000 Bonds or Notes of the Township to Finance Part of the Costs Thereof. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

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

**Ordinance #2020-13** Bond Ordinance Providing for Various Roadway and Drainage Improvements, By and In the Township of Lower, in the County of Cape May, State of New Jersey; Appropriating \$3,185,000 Therefore (Including a Grant from the New Jersey Department of Transportation in the Amount of \$185,000) and Authorizing the Issuance of \$2,840,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

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

**Ordinance #2020-14** Bond Ordinance Providing for Various Improvements to the Clem Mulligan Sports Complex, By and In the Township of Lower, in the County of Cape May, State of New Jersey; Appropriating \$1,990,000 Therefore (Including a Small Cities Community Development Block Grant in the Amount of \$400,000) and Authorizing the Issuance of \$1,490,000 Bonds or Notes of the Township to Finance Part of the Cost Thereof. This is the second reading and public hearing of this Ordinance. This Ordinance has been published, posted and made available to the public.

Councilmember Conrad commented in favor of the Clem Mulligan Sports Complex Project, as a great improvement to the Villas.

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

**Engineer's Report**

Shawn Carr gave an update on the current engineering projects being handled by Mott MacDonald, including: Roseann Avenue, Clubhouse Drive, Mulligan Field and Jonathan Hoffman.

**Manager's Report**

Manager Ridgway gave an update on several matters including reopening Township Hall, tax bill mailings, Primary Election procedures, Municipal Court, and reopening local businesses.

**Administrative Reports**

Monthly Reports – Clerk, Construction, Dog, Tax, Treasurer, Vital

**Council Comments**

Deputy Mayor Perry commented in favor of the Roseann Avenue Project and thanked Councilmembers, Manager Ridgway, Gary Douglass and Mott MacDonald for their efforts. He also stated his intentions to continue with infrastructure improvements in the Township.

Councilmember Conrad looks forward to in-person meetings and moving forward with infrastructure and parks and recreation improvements. He thanked Township employees and congratulated 2020 graduates of LCMR.

Councilmember Coombs agreed with previous comments about Roseann Avenue and also congratulated the LCMR class of 2020.

Councilmember Roy congratulated the class of 2020 and commented on progress in the Township despite COVID-19.

Mayor Sippel informed about a COVID-19 rental assistance program and expressed appreciation to Manager Ridgway and the Township team for their help with reopening local businesses.

**Call to the Public**

**Adjournment**

There being no further business to address, motion to adjourn moved by Councilmember Conrad, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 5:20 p.m.

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Mayor

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Township Clerk

Approved:

SPECIAL COUNCIL MEETING MINUTES – June 24, 2020

The SPECIAL meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on Wednesday, June 24, 2020 at 9:00am via GoToMeeting at 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 via GoToMeeting for roll call taken by the Clerk:

Councilmember Thomas Conrad  
 Councilmember Kevin Coombs  
 Councilmember Roland Roy, Jr.  
 Deputy Mayor David Perry  
 Mayor Frank Sippel

Also present via conference call: James Ridgway, Township Manager, David Stefankiewicz, Township Solicitor, Robert Belasco, Township Solicitor. Physically present was Karen Fournier, Deputy Township Clerk

**Regular Agenda**

Resolution #2020-188 A Resolution **Rescinding** Resolution #2020-132; Ending the Local State of Emergency and a Public Health Emergency Within the Township of Lower in Response to the Ongoing Coronavirus Pandemic

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

**Call to the Public** – No Comments

**Adjournment**

There being no further business to address, motion to adjourn moved by Mayor Sippel, seconded by Councilmember Roy. Motion to adjourn was unanimous. Meeting adjourned at 9:04 a.m.

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Mayor

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Township Clerk

Approved:

July 2, 2020  
09:23 AM

P.O. Type: All  
Range: First to Last  
Format: Condensed

Include Project Line Items: Yes

Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

| Vendor # Name                         | PO #     | PO Date  | Description                    | Status | Amount          | Void Amount | Contract | PO Type |
|---------------------------------------|----------|----------|--------------------------------|--------|-----------------|-------------|----------|---------|
| 00055 LARRY AKINS                     | 20-01511 | 06/23/20 | CONTRACTUAL REIMBURSEMENT M    | Open   | 120.11          | 0.00        |          |         |
| 00110 ANCO HOME CENTER*               | 20-00139 | 01/09/20 | SUPPLIES                       | Open   | 37.55           | 0.00        |          |         |
|                                       | 20-01342 | 06/04/20 | DNE \$250                      | Open   | 9.59            | 0.00        |          | B       |
|                                       | 20-01354 | 06/08/20 | MONTHLY RECREATION- JUNE       | Open   | <u>795.85</u>   | 0.00        |          |         |
|                                       |          |          |                                |        | 842.99          |             |          |         |
| 00153 ATLANTIC CITY ELECTRIC*         | 20-01572 | 06/29/20 | JUNE 2020 ELECTRIC             | Open   | 16,678.54       | 0.00        |          |         |
| 00257 BAYSHORE LANDSCAPING INC*       | 20-01359 | 06/09/20 | LANDSCAPING RES 2020-111       | Open   | 5,628.57        | 0.00        |          | B       |
|                                       | 20-01360 | 06/09/20 | FERTILIZING RES 2020-112       | Open   | <u>1,885.71</u> | 0.00        |          | B       |
|                                       |          |          |                                |        | 7,514.28        |             |          |         |
| 00301 BELMONT AND CRYSTAL SPRINGS*    | 20-01399 | 06/11/20 | BOTTLED WATER                  | Open   | 9.91            | 0.00        |          |         |
|                                       | 20-01450 | 06/18/20 | 5/21-5/26/20 WATER FS          | Open   | 12.11           | 0.00        |          |         |
|                                       | 20-01502 | 06/23/20 | DPS WATER JUNE                 | Open   | <u>72.98</u>    | 0.00        |          |         |
|                                       |          |          |                                |        | 95.00           |             |          |         |
| 00323 JOHN BEERS                      | 20-01561 | 06/29/20 | CONTRACTUAL REIMBURSEMENT M    | Open   | 762.10          | 0.00        |          |         |
| 00363 MARTIN J. BIERSBACH             | 20-01577 | 06/29/20 | HEALTH INS 01/01/20 - 06/30/20 | Open   | 1,508.28        | 0.00        |          |         |
| 00370 BLUE CROSS/BLUE SHIELD OF NJ    | 20-01528 | 06/24/20 | MED D                          | Open   | 78.84           | 0.00        |          |         |
| 00651 MUNICIPAL UTIL AUTH DUMP FEES   | 20-01553 | 06/26/20 | TIPPING FEES                   | Open   | 88,547.22       | 0.00        |          |         |
| 00775 CAPRIONI PORTABLE TOILETS, INC* | 20-01289 | 05/29/20 | RENTAL OF DOUBLE TRAILER       | Open   | 1,400.00        | 0.00        |          |         |
| 00784 CAPE MAY STAR & WAVE            | 20-01531 | 06/24/20 | LEGAL PUBLICAITONS             | Open   | 117.18          | 0.00        |          |         |
|                                       | 20-01587 | 07/01/20 | LEGAL PUBLICATIONS             | Open   | <u>138.26</u>   | 0.00        |          |         |
|                                       |          |          |                                |        | 255.44          |             |          |         |
| 00825 COMCAST*                        | 20-01508 | 06/23/20 | JUNE 20 INTERNET               | Open   | 1,204.18        | 0.00        |          |         |
| 01200 DELTA DENTAL PLAN OF NJ         | 20-01594 | 07/01/20 | JUNE 2020 DENTAL ADMIN         | Open   | 1,303.20        | 0.00        |          |         |

| Vendor # Name                        | PO #     | PO Date  | Description                 | Status | Amount           | Void Amount | Contract | PO Type |
|--------------------------------------|----------|----------|-----------------------------|--------|------------------|-------------|----------|---------|
| 01200 DELTA DENTAL PLAN OF NJ        |          |          |                             |        |                  |             |          |         |
|                                      | 20-01602 | 07/01/20 | JUNE 2020 CLAIMS            | Open   | <u>10,327.75</u> | 0.00        |          |         |
|                                      |          |          |                             |        | 11,630.95        |             |          |         |
| 01265 BRIAN DONAHUE                  |          |          |                             |        |                  |             |          |         |
|                                      | 20-01538 | 06/25/20 | CONTRACTUAL REIMBURSEMENT M | Open   | 962.10           | 0.00        |          |         |
| 01390 EDMUNDS & ASSOCIATES, INC.*    |          |          |                             |        |                  |             |          |         |
|                                      | 20-01423 | 06/12/20 | ESTIMATED BILLING           | Open   | 350.00           | 0.00        |          |         |
| 01590 FORD, SCOTT & ASSOCIATES*      |          |          |                             |        |                  |             |          |         |
|                                      | 20-00436 | 02/10/20 | NTE \$40K PER RES #2020-07  | Open   | 7,000.00         | 0.00        |          |         |
| 01653 GENTILINI FORD*                |          |          |                             |        |                  |             |          |         |
|                                      | 20-00982 | 04/22/20 | PARTS FOR TRUCKS/MAY        | Open   | 15.74            | 0.00        |          |         |
| 01690 GRANTURK EQUIPMENT CO*         |          |          |                             |        |                  |             |          |         |
|                                      | 20-00814 | 03/27/20 | PARTS FOR REYCLING/MARCH    | Open   | 475.20           | 0.00        |          |         |
|                                      | 20-00815 | 03/27/20 | PART FOR REYCLING/APRIL     | Open   | 1,767.68         | 0.00        |          |         |
|                                      | 20-01417 | 06/12/20 | HOPER LIFT CYLINDER         | Open   | <u>2,383.26</u>  | 0.00        |          |         |
|                                      |          |          |                             |        | 4,626.14         |             |          |         |
| 01730 GTBM INC.*                     |          |          |                             |        |                  |             |          |         |
|                                      | 20-01146 | 05/08/20 | TRACKSTAR AVL LICENSE       | Open   | 1,920.00         | 0.00        |          |         |
| 01973 LOGIN INC.                     |          |          |                             |        |                  |             |          |         |
|                                      | 20-01122 | 05/05/20 | IACP.NET / LOGIN            | Open   | 875.00           | 0.00        |          |         |
| 02065 S. VITALE PYROTECNICO IND CORP |          |          |                             |        |                  |             |          |         |
|                                      | 20-01489 | 06/22/20 | INDEPENDENCE DAY FIREWORKS  | Open   | 50,000.00        | 0.00        |          |         |
| 02247 LAWSON PRODUCTS, INC.*         |          |          |                             |        |                  |             |          |         |
|                                      | 20-01207 | 05/20/20 | DPW SUPPLIES                | Open   | 699.50           | 0.00        |          |         |
| 02402 MGL PRINTING SOLUTIONS         |          |          |                             |        |                  |             |          |         |
|                                      | 20-00939 | 04/15/20 | ESTIMATED TAX BILLS         | Open   | 1,789.50         | 0.00        |          |         |
| 02410 MAGLOCLLEN*                    |          |          |                             |        |                  |             |          |         |
|                                      | 20-01091 | 04/28/20 | ANNUAL 7/2020-7/2021        | Open   | 400.00           | 0.00        |          |         |
| 02461 JOHN MAHER                     |          |          |                             |        |                  |             |          |         |
|                                      | 20-01576 | 06/29/20 | HEALTH INS 04/01/20-6/30/20 | Open   | 3,064.04         | 0.00        |          |         |
| 02538 MARSH & MCLENNAN AGENCY, LLC*  |          |          |                             |        |                  |             |          |         |
|                                      | 20-00625 | 03/05/20 | DNE \$25K INSURANCE BROKER  | Open   | 2,083.33         | 0.00        |          | B       |
| 02541 ROBERT D. MARTIN, JR           |          |          |                             |        |                  |             |          |         |
|                                      | 20-01510 | 06/23/20 | CONTRACTUAL REIMBURSEMENT M | Open   | 59.84            | 0.00        |          |         |
| 02902 J. BYRNE INSURANCE*            |          |          |                             |        |                  |             |          |         |
|                                      | 20-01530 | 06/24/20 | VOL ACCIDENT 7/20-7/21      | Open   | 500.00           | 0.00        |          |         |

| Vendor # Name                        | PO #     | PO Date  | Description                  | Status | Amount           | Void Amount | Contract | PO Type |
|--------------------------------------|----------|----------|------------------------------|--------|------------------|-------------|----------|---------|
| 03026 NJ STATE HEALTH BENEFITS       |          |          |                              |        |                  |             |          |         |
|                                      | 20-01592 | 07/01/20 | JULY 2020 ACTIVE             | Open   | 180,605.23       | 0.00        |          |         |
|                                      | 20-01593 | 07/01/20 | JULY RETIREE HEALTH INS      | Open   | <u>72,027.13</u> | 0.00        |          |         |
|                                      |          |          |                              |        | 252,632.36       |             |          |         |
| 03280 PARAMOUNT SANITARY SUPPLY*     |          |          |                              |        |                  |             |          |         |
|                                      | 20-01291 | 05/29/20 | TRASH BAGS-ALL BUILDINGS     | Open   | 262.20           | 0.00        |          |         |
| 03305 PEDRONI FUEL*                  |          |          |                              |        |                  |             |          |         |
|                                      | 20-01396 | 06/11/20 | NO LEAD GAS                  | Open   | 151.73           | 0.00        |          |         |
| 03387 POGUE INC. *                   |          |          |                              |        |                  |             |          |         |
|                                      | 20-01556 | 06/26/20 | SAFETY AND HEALTH CONSORTIUM | Open   | 266.00           | 0.00        |          |         |
| 03427 POLAR BEAR MECHANICAL SERVICES |          |          |                              |        |                  |             |          |         |
|                                      | 20-01424 | 06/12/20 | WORK ON A/C IN ROOM 1        | Open   | 147.00           | 0.00        |          |         |
| 03449 EUROFINS QC INC*               |          |          |                              |        |                  |             |          |         |
|                                      | 20-01549 | 06/26/20 | 1982757 6/28/2019            | Open   | 115.75           | 0.00        |          |         |
| 03518 RIGGINS, INC.*                 |          |          |                              |        |                  |             |          |         |
|                                      | 20-01353 | 06/08/20 | OFF HIGHWAY DIESEL           | Open   | 561.13           | 0.00        |          |         |
|                                      | 20-01436 | 06/17/20 | OFF HIGHWAY DIESEL           | Open   | 347.78           | 0.00        |          |         |
|                                      | 20-01555 | 06/26/20 | OFF HIGHWAY DIESEL           | Open   | <u>331.11</u>    | 0.00        |          |         |
|                                      |          |          |                              |        | 1,240.02         |             |          |         |
| 03613 SEA ISLE ICE CO. INC.*         |          |          |                              |        |                  |             |          |         |
|                                      | 20-01398 | 06/11/20 | SET UP AND ICE/DPW           | Open   | 489.00           | 0.00        |          |         |
| 03692 SOUTH JERSEY GAS CO*           |          |          |                              |        |                  |             |          |         |
|                                      | 20-01571 | 06/29/20 | 5/13-6/15/20 NATURAL GAS     | Open   | 1,415.56         | 0.00        |          |         |
| 03904 LOWE'S HOME CENTER INC*        |          |          |                              |        |                  |             |          |         |
|                                      | 20-00811 | 03/27/20 | SUPPLIES/APRIL               | Open   | 159.76           | 0.00        |          |         |
| 03969 VERIZON                        |          |          |                              |        |                  |             |          |         |
|                                      | 20-01535 | 06/24/20 | 6/13-7/12/20 LANDLINES       | Open   | 252.55           | 0.00        |          |         |
| 03971 VERIZON WIRELESS MDT POLICE    |          |          |                              |        |                  |             |          |         |
|                                      | 20-01596 | 07/01/20 | VERIZON MDT                  | Open   | 843.37           | 0.00        |          |         |
| 03995 VITAL COMMUNICATIONS, INC.*    |          |          |                              |        |                  |             |          |         |
|                                      | 20-01416 | 06/12/20 | MOD IV FOR ESTIMATED BILLING | Open   | 100.00           | 0.00        |          |         |
| 04085 CHRISTOPHER WINTER (EMPLOYEE)  |          |          |                              |        |                  |             |          |         |
|                                      | 20-01562 | 06/29/20 | CONTRATUAL REIMBURSEMENT M   | Open   | 80.00            | 0.00        |          |         |
| 04097 CINTAS FIRST AID AND SAFETY*   |          |          |                              |        |                  |             |          |         |
|                                      | 20-01421 | 06/12/20 | RE-STOCK MEDICINE CABINET    | Open   | 66.07            | 0.00        |          |         |
|                                      | 20-01526 | 06/24/20 | FIRST AID SUPPLIES           | Open   | 157.58           | 0.00        |          |         |
|                                      | 20-01532 | 06/24/20 | CINTAS                       | Open   | <u>54.06</u>     | 0.00        |          |         |
|                                      |          |          |                              |        | 277.71           |             |          |         |

| Vendor # Name | PO #                           | PO Date  | Description                     | Status | Amount    | Void Amount | Contract | PO Type |
|---------------|--------------------------------|----------|---------------------------------|--------|-----------|-------------|----------|---------|
| 6059          | USABLE LIFE                    |          |                                 |        |           |             |          |         |
|               | 20-01560                       | 06/26/20 |                                 | Open   | 602.80    | 0.00        |          |         |
| 6071          | UNITED UNIFORMS LIMITED LIAB*  |          |                                 |        |           |             |          |         |
|               | 20-01268                       | 05/28/20 | UNIFORMS                        | Open   | 604.89    | 0.00        |          |         |
|               | 20-01567                       | 06/29/20 | POLO                            | Open   | 45.00     | 0.00        |          |         |
|               |                                |          |                                 |        | 649.89    |             |          |         |
| 6094          | ANCHOR RUBBER STAMP & PRINT*   |          |                                 |        |           |             |          |         |
|               | 20-01316                       | 06/04/20 | NOTARY SUPPLIES - S. FRITSCH    | Open   | 45.00     | 0.00        |          |         |
| 7079          | SUBURBAN PROPANE L P*          |          |                                 |        |           |             |          |         |
|               | 20-01505                       | 06/23/20 | PROPANE-FREEMAN DOUGLASS        | Open   | 49.90     | 0.00        |          |         |
| 7098          | SHORE VETERINARIAN ANIMAL *    |          |                                 |        |           |             |          |         |
|               | 20-00159                       | 01/10/20 | RES 2020-16 DNE \$56K ANIMAL CO | Open   | 4,666.67  | 0.00        |          | B       |
| 7196          | LAUREN HUGGINS SUIT*           |          |                                 |        |           |             |          |         |
|               | 20-00158                       | 01/10/20 | RES 2020-09 PUBLIC INFORMATION  | Open   | 1,075.00  | 0.00        |          | B       |
| 7199          | STAPLES CREDIT PLAN-INSTORE PU |          |                                 |        |           |             |          |         |
|               | 20-01232                       | 05/26/20 | OFFICE SUPPLIES                 | Open   | 84.94     | 0.00        |          |         |
|               | 20-01297                       | 05/30/20 | PAPER                           | Open   | 366.02    | 0.00        |          |         |
|               |                                |          |                                 |        | 450.96    |             |          |         |
| 7251          | REIT LUBRICANTS CO*            |          |                                 |        |           |             |          |         |
|               | 20-01422                       | 06/12/20 | HYDRAULIC OIL                   | Open   | 1,295.95  | 0.00        |          |         |
| 7400          | WATCHGUARD VIDEO               |          |                                 |        |           |             |          |         |
|               | 20-01210                       | 05/20/20 | MAINTENANCE RENEWAL             | Open   | 24,920.00 | 0.00        |          |         |
| 7457          | SERVPRO OF CAPE MAY COUNTY*    |          |                                 |        |           |             |          |         |
|               | 20-00718                       | 03/12/20 | SERVPRO                         | Open   | 215.00    | 0.00        |          | B       |
| 7475          | SUZANNE M SCHEID               |          |                                 |        |           |             |          |         |
|               | 20-01512                       | 06/23/20 | CONTRACTUAL REIMBURSEMENT M     | Open   | 32.07     | 0.00        |          |         |
|               | 20-01513                       | 06/23/20 | CONTRACTUAL REIMBURSEMENT M     | Open   | 19.02     | 0.00        |          |         |
|               |                                |          |                                 |        | 51.09     |             |          |         |
| 7507          | STEFANKIEWICZ & BELASCO LLC    |          |                                 |        |           |             |          |         |
|               | 20-00154                       | 01/10/20 | RES # 2020-01 DNE \$34K         | Open   | 2,833.33  | 0.00        |          |         |
| 7508          | BLANEY & KARAVAN PC*           |          |                                 |        |           |             |          |         |
|               | 20-00157                       | 01/10/20 | RES2020-05 MONTHLY DNE \$40K    | Open   | 3,333.33  | 0.00        |          | B       |
| 7556          | ATLANTIC ENVELOPE COMP, INC*   |          |                                 |        |           |             |          |         |
|               | 20-01448                       | 06/18/20 | #10 ENVELOPES IMPRINTED         | Open   | 193.35    | 0.00        |          |         |
| 7578          | SIGNALSCAPE INC*               |          |                                 |        |           |             |          |         |
|               | 20-01144                       | 05/08/20 | STAR WITNESS ANNUAL CONTRACT    | Open   | 2,614.00  | 0.00        |          |         |
| 7581          | ASSOC OF STATE FLOODPLAIN      |          |                                 |        |           |             |          |         |
|               | 20-01302                       | 06/04/20 | CFM RENEWAL                     | Open   | 80.00     | 0.00        |          |         |

| Vendor # Name                       | PO #     | PO Date  | Description                    | Status | Amount           | Void Amount | Contract | PO Type |
|-------------------------------------|----------|----------|--------------------------------|--------|------------------|-------------|----------|---------|
| 7636 MOTT MACDONALD LLC*            |          |          |                                |        |                  |             |          |         |
|                                     | 19-02261 | 08/12/19 | REC BATHROOM CONSDTRUCTION PHA | Open   | 1,356.00         | 0.00        |          | B       |
|                                     | 20-00566 | 03/02/20 | MULLIGAN CO#1 DESIGN PHS 20-92 | Open   | <u>39,746.00</u> | 0.00        |          |         |
|                                     |          |          |                                |        | 41,102.00        |             |          |         |
| 7749 WILLIAM KOCIS                  |          |          |                                |        |                  |             |          |         |
|                                     | 19-00947 | 03/29/19 | 2019 EQUIPMENT ALLOWANCE       | Open   | 150.00           | 0.00        |          |         |
|                                     | 20-01027 | 04/22/20 | EQUIPMENT ALLOWANCE 2020       | Open   | <u>150.00</u>    | 0.00        |          |         |
|                                     |          |          |                                |        | 300.00           |             |          |         |
| 7872 GO DADDY                       |          |          |                                |        |                  |             |          |         |
|                                     | 20-01205 | 05/20/20 | DPS WEB DOMAIN HOASTING        | Open   | 899.76           | 0.00        |          | PC1     |
| 7929 AMAZON CAPITAL SERVICES, INC   |          |          |                                |        |                  |             |          |         |
|                                     | 20-01266 | 05/28/20 | 4 PART CARBONLESS PAPER        | Open   | 0.00             | 0.00        |          |         |
|                                     | 20-01270 | 05/28/20 | SUPPLIES                       | Open   | 674.17           | 0.00        |          |         |
|                                     | 20-01301 | 06/04/20 | KITCHEN AND OFFICE SUPPLIES    | Open   | 449.09           | 0.00        |          |         |
|                                     | 20-01380 | 06/11/20 | 6/4/20 OFFICE SUPPLIES         | Open   | 258.24           | 0.00        |          |         |
|                                     | 20-01419 | 06/12/20 | RAGS FOR GARAGE                | Open   | 73.98            | 0.00        |          |         |
|                                     | 20-01426 | 06/12/20 | BATTERY CHARGER & ACCESSORIES  | Open   | 73.85            | 0.00        |          |         |
|                                     | 20-01443 | 06/18/20 | 1000PC SURGICAL FACE MASK      | Open   | 330.00           | 0.00        |          |         |
|                                     | 20-01451 | 06/18/20 | MOVIES & SANITIZER STAND       | Open   | 974.00           | 0.00        |          |         |
|                                     | 20-01536 | 06/24/20 | THERMOMETER & BATTIERIES,MOVIE | Open   | <u>164.23</u>    | 0.00        |          |         |
|                                     |          |          |                                |        | 2,997.56         |             |          |         |
| 7985 EAW SECURITY                   |          |          |                                |        |                  |             |          |         |
|                                     | 20-01438 | 06/17/20 | 3 GEN 2 KEY REPLACEMENTS       | Open   | 403.78           | 0.00        |          |         |
| 8087 COOL POOLS CONSTRUCTION LLC    |          |          |                                |        |                  |             |          |         |
|                                     | 20-01491 | 06/22/20 | COMMUNITY POOL OPENING         | Open   | 600.00           | 0.00        |          |         |
| 8197 GREAT AMERICAN FINANCIAL SERV  |          |          |                                |        |                  |             |          |         |
|                                     | 20-01534 | 06/24/20 | MAIL MACHINE LEASE 6/15/20     | Open   | 560.00           | 0.00        |          |         |
| 8211 CONFIRE FIRE PROT SERV LLC*    |          |          |                                |        |                  |             |          |         |
|                                     | 20-01257 | 05/27/20 | FIRE EXT AND ALARM REPAIRS     | Open   | 1,696.00         | 0.00        |          |         |
| 8212 MICHAEL CALAFATI ARCHITECT LLC |          |          |                                |        |                  |             |          |         |
|                                     | 19-01424 | 05/15/19 | RES 19-163 NATHANIEL HOUSE     | Open   | 7,552.50         | 0.00        |          |         |
| 8216 BRENDA MATOS                   |          |          |                                |        |                  |             |          |         |
|                                     | 20-01493 | 06/22/20 | REIMBURSEMENT-SPRING JUDO      | Open   | 46.00            | 0.00        |          |         |
| 8227 KERRI ROACH                    |          |          |                                |        |                  |             |          |         |
|                                     | 20-01496 | 06/22/20 | REIMBURSEMENT-LACROSSE         | Open   | 15.00            | 0.00        |          |         |
| 8294 G.J. MACDONALD                 |          |          |                                |        |                  |             |          |         |
|                                     | 20-01325 | 06/04/20 | REFUND REG FOR 301 E ROCHESTER | Open   | 125.00           | 0.00        |          |         |
| 8295 ELIZABETH & ROBERT SLEMMER     |          |          |                                |        |                  |             |          |         |
|                                     | 20-01326 | 06/04/20 | REFUND REG 1305 EMERSON AVE    | Open   | 125.00           | 0.00        |          |         |

| Vendor # Name          | PO #     | PO Date  | Description                 | Status | Amount | Void Amount | Contract | PO Type |
|------------------------|----------|----------|-----------------------------|--------|--------|-------------|----------|---------|
| 8299 SUSAN BUFFALINO   | 20-01356 | 06/08/20 | REFUND REGISTRATION 6/3/20  | Open   | 125.00 | 0.00        |          |         |
| 8300 JOSEPH OSENDOWSKI | 20-01357 | 06/08/20 | REFUND REGISTRATION 6/2/20  | Open   | 125.00 | 0.00        |          |         |
| 8301 HEATHER STENGER   | 20-01381 | 06/11/20 | 6/5/20 REFUND REGISTARTION  | Open   | 125.00 | 0.00        |          |         |
| 8304 ROBERT LEGGIO JR  | 20-01404 | 06/11/20 | 6/8/20 REFUND REGISTRATION  | Open   | 125.00 | 0.00        |          |         |
| 8306 JOELLE TENAGLIA   | 20-01420 | 06/12/20 | REIMBURSEMENT-SOCCER        | Open   | 20.00  | 0.00        |          |         |
| 8307 ROBERT CHRISTMAN  | 20-01444 | 06/18/20 | REIMBURSEMENT- SOCCER       | Open   | 25.00  | 0.00        |          |         |
| 8308 TARA GALMAN       | 20-01445 | 06/18/20 | REIMBURSEMENT-SOCCER        | Open   | 20.00  | 0.00        |          |         |
| 8309 EMILY BUESCHER    | 20-01454 | 06/18/20 | REIMBURSEMENT- SPRING JUDO  | Open   | 23.00  | 0.00        |          |         |
| 8311 JOHN O'CONNELL    | 20-01500 | 06/22/20 | 6/15/20 REFUND REGISTRATION | Open   | 125.00 | 0.00        |          |         |
| 8313 TANJA BAXTER      | 20-01494 | 06/22/20 | REIMBURSEMENT-SPRING JUDO   | Open   | 23.00  | 0.00        |          |         |
| 8314 STACY HOTALING    | 20-01495 | 06/22/20 | REIMBURSEMENT-SPRING JUDO   | Open   | 23.00  | 0.00        |          |         |
| 8315 LIZ D'ACQUA       | 20-01497 | 06/22/20 | REIMBURSEMENT-LACROSSE      | Open   | 15.00  | 0.00        |          |         |
| 8316 CAMELIA RUS       | 20-01498 | 06/22/20 | REIMBURSEMENT-SOCCER        | Open   | 25.00  | 0.00        |          |         |
| 8318 MARY KAY SERRA    | 20-01527 | 06/24/20 | REIMBURSEMENT-SOCCER        | Open   | 15.00  | 0.00        |          |         |
| 8319 FRANK REEVES      | 20-01529 | 06/24/20 | REIMBURSEMENT-SPRING JUDO   | Open   | 23.00  | 0.00        |          |         |
| 8322 RAYMOND STOUT     | 20-01537 | 06/24/20 | CONTRACTUAL REIMBURSEMENT V | Open   | 519.93 | 0.00        |          |         |
| 8324 NADEENA LARSEN    | 20-01558 | 06/26/20 | REIMBURSEMENT- SOCCER       | Open   | 25.00  | 0.00        |          |         |
| 8658 C2 IMAGING        | 20-01595 | 07/01/20 | MISS AMOUNT ON PREVIOUS INV | Open   | 123.14 | 0.00        |          |         |

| Vendor # Name          |                        |                   |                        |        |                    |            |                    |      |
|------------------------|------------------------|-------------------|------------------------|--------|--------------------|------------|--------------------|------|
| PO #                   | PO Date                | Description       | Status                 | Amount | Void Amount        | Contract   | PO Type            |      |
| BLAUE                  | BLAUER ASSOCIATES INC* |                   |                        |        |                    |            |                    |      |
| 19-00687               | 03/06/19               | MULLIGAN ADA SCPF | open                   | 750.00 | 0.00               |            |                    |      |
| Total Purchase Orders: |                        | 118               | Total P.O. Line Items: | 0      | Total List Amount: | 565,170.07 | Total Void Amount: | 0.00 |

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-190

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

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

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

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$74,254.08 for an item of revenue in the budget of the year 2020 as follows:

|                                      |                          |
|--------------------------------------|--------------------------|
| Miscellaneous Revenues –             |                          |
| Revenue Offset with Appropriations - | <b>Clean Communities</b> |
| Total with increase to be            | \$ 74,254.08             |

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$74,254.08 be and the same is hereby appropriated under the caption of:

|  |                          |
|--|--------------------------|
| General Appropriations –                       |                          |
| Public & Private Programs Offset by Revenues - | <b>Clean Communities</b> |
| State/Federal Share                            | \$ 74,254.08             |
| Non State Share                                | \$                       |
| Total with increase to be                      | \$ 74,254.08             |

FURTHER RESOLVED that a certified copy of this Resolution shall be electronically filed with the State of New Jersey, Division of Local Government Services.

|        | MOTION | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|--------|--------|--------|-----|-----|---------|--------|
| CONRAD |        |        |     |     |         |        |
| COOMBS |        |        |     |     |         |        |
| ROY    |        |        |     |     |         |        |
| PERRY  |        |        |     |     |         |        |
| SIPPEL |        |        |     |     |         |        |

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020

Julie A Picard, Township Clerk

| MUNICIPALITY             | COUNTY     | FY20<br>DISTRIBUTION |
|--------------------------|------------|----------------------|
| STRATFORD BORO           | CAMDEN     | \$ 13,285.61         |
| VOORHEES TWP             | CAMDEN     | \$ 59,300.51         |
| WATERFORD TWP            | CAMDEN     | \$ 24,983.43         |
| WINSLOW TWP              | CAMDEN     | \$ 79,729.31         |
| WOODLYNNE BORO           | CAMDEN     | \$ 4,255.62          |
| AVALON BORO              | CAPE MAY   | \$ 24,682.07         |
| CAPE MAY CITY            | CAPE MAY   | \$ 18,289.93         |
| CAPE MAY POINT BORO      | CAPE MAY   | \$ 4,000.00          |
| DENNIS TWP               | CAPE MAY   | \$ 20,949.78         |
| LOWER TWP                | CAPE MAY   | \$ 74,254.08         |
| MIDDLE TWP               | CAPE MAY   | \$ 51,623.16         |
| NORTH WILDWOOD CITY      | CAPE MAY   | \$ 34,311.66         |
| OCEAN CITY               | CAPE MAY   | \$ 89,157.11         |
| SEA ISLE CITY            | CAPE MAY   | \$ 27,134.02         |
| STONE HARBOR BORO        | CAPE MAY   | \$ 14,673.04         |
| UPPER TWP                | CAPE MAY   | \$ 35,477.83         |
| WEST CAPE MAY BORO       | CAPE MAY   | \$ 5,123.80          |
| WEST WILDWOOD BORO       | CAPE MAY   | \$ 4,000.00          |
| WILDWOOD CITY            | CAPE MAY   | \$ 27,548.97         |
| WILDWOOD CREST BORO      | CAPE MAY   | \$ 23,625.30         |
| WOODBINE BORO            | CAPE MAY   | \$ 7,686.38          |
| BRIDGETON CITY           | CUMBERLAND | \$ 31,195.80         |
| COMMERCIAL TWP           | CUMBERLAND | \$ 16,235.71         |
| DEERFIELD TWP            | CUMBERLAND | \$ 5,823.85          |
| DOWNE TWP                | CUMBERLAND | \$ 8,031.41          |
| FAIRFIELD TWP            | CUMBERLAND | \$ 13,100.25         |
| GREENWICH TWP            | CUMBERLAND | \$ 4,000.00          |
| HOPEWELL TWP             | CUMBERLAND | \$ 11,372.02         |
| LAWRENCE TWP             | CUMBERLAND | \$ 12,350.43         |
| MAURICE RIVER TWP        | CUMBERLAND | \$ 14,355.49         |
| MILLVILLE CITY           | CUMBERLAND | \$ 60,948.05         |
| SHILOH BORO              | CUMBERLAND | \$ 4,000.00          |
| STOW CREEK TWP           | CUMBERLAND | \$ 4,125.70          |
| UPPER DEERFIELD TWP      | CUMBERLAND | \$ 16,628.16         |
| VINELAND CITY            | CUMBERLAND | \$ 125,345.98        |
| BELLEVILLE TWP           | ESSEX      | \$ 56,264.28         |
| BLOOMFIELD TWP           | ESSEX      | \$ 76,332.36         |
| CALDWELL BORO            | ESSEX      | \$ 13,968.79         |
| CEDAR GROVE TWP          | ESSEX      | \$ 21,884.99         |
| EAST ORANGE CITY         | ESSEX      | \$ 103,656.54        |
| ESSEX FELS TWP           | ESSEX      | \$ 5,750.01          |
| FAIRFIELD TWP            | ESSEX      | \$ 17,488.86         |
| GLEN RIDGE BORO          | ESSEX      | \$ 11,811.27         |
| IRVINGTON TWP            | ESSEX      | \$ 82,986.45         |
| LIVINGSTON TWP           | ESSEX      | \$ 55,487.39         |
| MAPLEWOOD TWP            | ESSEX      | \$ 38,446.41         |
| MILLBURN TWP             | ESSEX      | \$ 39,750.98         |
| MONTCLAIR TWP            | ESSEX      | \$ 67,855.82         |
| NEWARK CITY              | ESSEX      | \$ 404,693.98        |
| NORTH CALDWELL BORO      | ESSEX      | \$ 13,053.86         |
| NUTLEY TWP               | ESSEX      | \$ 48,616.27         |
| ORANGE CITY              | ESSEX      | \$ 45,675.15         |
| ROSELAND BORO            | ESSEX      | \$ 10,554.50         |
| SOUTH ORANGE VILLAGE TWP | ESSEX      | \$ 27,397.56         |
| VERONA TWP               | ESSEX      | \$ 24,003.81         |



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

RESOLUTION #2020-191

Title: CERTIFICATION TO LOCAL FINANCE BOARD OF RECEIPT AND REVIEW OF AUDIT SECTIONS GENERAL COMMENTS & RECOMMENDATIONS

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled: COMMENTS and RECOMMENDATIONS

WHEREAS, the members of the governing body have personally reviewed, at a minimum, the Annual Report of Audit and specifically the sections of the Annual Audit entitled: COMMENTS and RECOMMENDATIONS as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, Shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Table with 8 columns: MOTION, SECOND, AYE, NAY, RECUSE, ABSTAIN, ABSENT and 5 rows: CONRAD, COOMBS, ROY, PERRY, SIPPEL

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020.

Julie A Picard, Township Clerk

**CERTIFICATION OF THE GOVERNING BODY OF THE ANNUAL AUDIT  
GROUP AFFIDAVIT FORM**

STATE OF NEW JERSEY  
COUNTY OF CAPE MAY

We, members of the Lower Township Council, the governing body of the Township of Lower, County of Cape May, State of New Jersey, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Council of the Township of Lower in the County of Cape May
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2019
3. We certify that we have personally reviewed and are familiar with, at a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations"

\_\_\_\_\_  
Frank Sippel, Mayor

\_\_\_\_\_  
David Perry, Deputy Mayor

\_\_\_\_\_  
Thomas Conrad, Councilmember

\_\_\_\_\_  
Kevin Coombs, Councilmember

\_\_\_\_\_  
Roland Roy, Jr., Councilmember

Sworn and subscribed before me this  
6<sup>th</sup> day of July, 2020

\_\_\_\_\_  
Julie A Picard, Township Clerk

TOWNSHIP OF LOWER

2000 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

**TOWNSHIP OF LOWER  
COUNTY OF CAPE MAY  
CORRECTIVE ACTION PLAN: 2019 AUDIT RECOMMENDATIONS**

**Prior Year Audit Findings (2018)**

**THERE WERE NO AUDIT RECOMMENDATIONS IN 2018.**

# TOWNSHIP OF LOWER

2600 Bayshore Road  
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

**TOWNSHIP OF LOWER  
COUNTY OF CAPE MAY  
CORRECTIVE ACTION PLAN: 2019 AUDIT RECOMMENDATIONS**

**Current Year Audit Findings (2019)**

**THERE WERE NO AUDIT RECOMMENDATIONS IN 2019.**

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

RESOLUTION #2020-192

Title: AUTHORIZING THE SALE OF TOWNSHIP OF LOWER SURPLUS NO LONGER NEEDED FOR PUBLIC USE ON GOVDEALS ONLINE AUCTION WEBSITE

WHEREAS, the Township of Lower has determined that the property described on Schedule A attached hereto is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Township of Lower intends to utilize the online auction services of GovDeals located at www.govdeals.com; and sell the Township surplus property.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Township of Lower is hereby authorized to utilize the online auction services of GovDeals located at www.govdeals.com; and sell the surplus property as indicated on Schedule A on an online auction website.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020.

Julie A Picard, Township Clerk

3/4/20

| GOV DEALS 2020-       |                   |                      |      |
|-----------------------|-------------------|----------------------|------|
| DESCRIPTION           | SERIAL NUMBER     | LOCATION             | FA#  |
| COPIER SAVIN / MP2352 | W412L900528       | CONFERENCE ROOM / PD | 2648 |
| COPIER SAVIN / MP3352 | W432L900156       | LT LEWIS / PD        | 2644 |
| 2004 FORD EXPLORER    | 1FMZU72K45UA28741 | DPW YARD             | 1849 |
| 4 DRAWER FILE CABINET | N/A               | PD                   | 3453 |
| 4 DRAW FILE CABINET   | N/A               | PD                   | 3455 |
| SOPHAS FILE WALL      | N/A               | PD                   | N/A  |
| OPTIPLEX 9010         | N/A               | PD                   | 2793 |
| OPTIPLEX 9010         | N/A               | PD                   | 2791 |
| OPTIPLEX 9010         | N/A               | PD                   | 2798 |
| OPTIPLEX 7020         | N/A               | PD                   | 3643 |
| OPTIPLEX 990          | N/A               | PD                   | 2550 |

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

RESOLUTION #2020-193

Title: **RENEWAL OF COMMERCIAL EXCAVATION (GRAVEL PIT) LICENSES**

**WHEREAS**, Phillip Heun, Jr, Cape Mining and Recycling LLC. and Thomas F Brodesser, Jr. have made applications for renewal of commercial excavation (gravel pit) licenses; and

**WHEREAS**, the applicants have paid the appropriate fees and are currently in compliance with the regulations of the Cape Atlantic Conservation District.

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

1. That the renewal of the commercial excavation licenses for the following are hereby approved:

|   |                     |                                     |
|---|---------------------|-------------------------------------|
| <b>Phillip Heun, Jr. Cape Mining &amp; Recycling, LLC</b> | <b>Block 410.01</b> | <b>Lot 92</b>                       |
|   | <b>Block 410.01</b> | <b>Lots 89,93-98</b>                |
|   | <b>Block 410.01</b> | <b>Lots 99.01 &amp; 99.02</b>       |
| <b>Thomas Brodesser, Jr.</b>                              | <b>Block 410.01</b> | <b>Lots 30.01, 31 &amp; 32</b>      |
|   | <b>Block 410.01</b> | <b>Lots 9.01, 11.01 &amp; 18.01</b> |

2. That all such licenses shall remain in full force and effect through July 15, 2021.
3. That the renewal of such licenses shall be conditioned on there being no further commercial activity conducted on the licensed premises without first obtaining all required Township and/or State licenses and permits and that a violation of this condition shall be grounds for revocation of the license.
4. The issuance of the license is further conditioned on the licensee's compliance with all applicable Federal, State and local laws and that a conviction of any Federal, State or local law shall be grounds for revocation of the license.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020.

\_\_\_\_\_  
Julie A Picard, Township Clerk

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

RESOLUTION # 2020-194

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED COMPENSATORY TIME

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that payment to Jonathan Scheck in the amount of \$4,501.39 is authorized and chargeable to the 2020 Budget account 0-01-25-240-121.

|        | MOTION | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|--------|--------|--------|-----|-----|---------|--------|
| CONRAD |        |        |     |     |         |        |
| COOMBS |        |        |     |     |         |        |
| ROY    |        |        |     |     |         |        |
| PERRY  |        |        |     |     |         |        |
| SIPPEL |        |        |     |     |         |        |

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held July 6, 2020.

\_\_\_\_\_  
Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

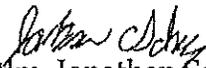
SPECIAL REPORT

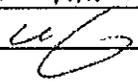
TO: Chief William Mastriana  
FROM: Patrolman Jonathan Scheck  
DATE: Jun 24th, 2020  
SUBJECT: Comp Time Cash Out

Sir,

I am respectfully requesting to cash out 160 hours of Comp Time. Thank you for the consideration sir.

Respectfully Submitted,

  
Patm. Jonathan Scheck  
Badgenum Badge 199

| C | File | Date       | Officer   | Comments         |
|---|------|------------|---|------------------|
|   |      | 06/24/2020 | SFC Hartman   | Forward to Chief |
|   |      | 6-24-2020  |  | File TO Twp Hall |
|   |      |            |   |                  |
|   |      |            |   |                  |

0\* \*

.160\* x

28\*1337 =

4,501\*392 \*\*

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

RESOLUTION #2020-195

Title: AUTHORIZING PAYOUT OF TERMINAL LEAVE

WHEREAS, the employee listed below has retired from the Township and is entitled to payment for accumulated vacation, sick and compensatory 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 her signature \_\_\_\_\_ that adequate funding is available for accumulated time in the dedicated line item "Reserved for Accumulated Absences".

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that a payment due to Vernon Kline in the amount of \$717.10 is authorized and chargeable to the Reserve for Accumulated Absences.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020.

\_\_\_\_\_  
Julie A Picard, Township Clerk

Employee Maintenance - General Data

Employee Id: KLIN61    Go To: General Data  
 First Name: VERNON    Middle Init:    Last Name: KLINE    Suffix:    Notes Ext:

Main Classification:    Dates:    Salary/Rates:    Hrs/Days:    Pension:    Emergency:    Demographics:    ACA:    Notes:

Accrual/Carryover Id: RECAIDE    REC: ATDE

|                  | Last Used  | Carryover | YTD Acquired | YTD Used | Available | Max Allowed | Payroll YTD | Hrs Worked Counter |
|------------------|------------|-----------|--------------|----------|-----------|-------------|-------------|--------------------|
| Sick (Hours)     | 03/07/2020 | 54.75     | 8.00         | 55.00    | 7.75      | 0.00        | 0.00        | 0.00               |
| Vacation (Hours) | 03/23/2020 | 45.00     | 16.00        | 31.00    | 30.00     | 0.00        | 0.00        | 0.00               |
| Admin (Hours)    | 12/09/2019 | 13.00     | 0.00         | 0.00     | 13.00     | 0.00        | 0.00        | 0.00               |
| Camp (Hours)     |            | 0.00      | 0.00         | 0.00     | 0.00      | 0.00        | 0.00        | 0.00               |
| Other (Hours)    |            | 0.00      | 16.00        | 0.00     | 16.00     | 0.00        | 0.00        | 0.00               |

Note: This tab reflects time up to and including 12/31/20.

C \*  
 C \*  
 7.750 \*  
 55.000 \*  
 13.000 \*  
 50.750 \*  
 50.750 X  
 14.13 \*  
 717.098 \*\*

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

RESOLUTION # 2020-196

Title: **A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH DAVID SCHULTZ AIRSHOWS, LLC AND THE CITY OF CAPE MAY PERTAINING TO A JULY 4<sup>th</sup>, 2020 INDEPENDENCE DAY FLYOVER AND PAYMENT IN THE AMOUNT OF \$500 TO THE CITY OF CAPE MAY IN CONNECTION WITH SAID AGREEMENT**

**WHEREAS**, In accordance with the New Jersey Local Public Contracts Law, and pursuant to N.J.S.A. 40A:11-5(1)(a)(ii), the Township of Lower is authorized to award contracts, without the need to publicly advertise for bids, for "extraordinary unspecifiable services," defined as "services which are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor;" and

**WHEREAS**, David Schultz Airshows, LLC is an entity that provides airshow services throughout the Country, and the world for that matter, with over twenty-five (25) years of proven experience in the aeronautical and airshow industries; and

**WHEREAS**, the Township of Lower and the City of Cape May have negotiated an Agreement with David Schultz Airshows, LLC in order to conduct a patriotic flyover over the City of Cape May and the Township of Lower for the cost of \$1,000.00; and

**WHEREAS**, the Township Council of the Township of Lower desires to enter into said Agreement with David Schultz Airshows, LLC and the City of Cape May with the understanding, pursuant to said Agreement, that the David Schultz Airshows, LLC will conduct two flyover passes over North Cape May and the Villas on July 4, 2020 in celebration of Independence Day; and

**WHEREAS**, in accordance with the terms and provisions of said Agreement, and the Agreement between the City of Cape May and the Township of Lower, the Township of Lower's contribution towards this event is \$500.00 and will be contributed directly to the City of Cape May towards the cost of anticipated services.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Lower, County of Cape May, State of New Jersey, does hereby authorize the Mayor of the Township of Lower to execute the Agreement attached hereto as **Exhibit A**; and

**BE IT FURTHER RESOLVED**, that the Township Council of the Township of Lower hereby approves contribution in the amount of \$500.00 to the City of Cape May to be used towards the payment for the Patriotic Fly-over; and

**BE IT FURTHER RESOLVED** that Township of Lower CFO Lauren Read is hereby authorized to issue the above check in the amount of \$500.00, chargeable to the following line item where sufficient funds are available as evidenced by her signature

Appropriation: 0-01-20-110-299

CFO's Signature: \_\_\_\_\_  
Lauren Read, CFO

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020.

Julie A Picard, Township Clerk



**Corporate Headquarters**

David Schultz Airshows LLC  
 365 Sunset Ridge Road  
 Clearfield, PA 16830  
 Tel (814) 765-8520  
 Email: airboss@schultzairshows.com

**Regional Offices**

David Schultz Airshows LLC - Atlanta  
 213 Grant Road  
 Brooks, GA 30205  
 Tel (770) 355-0070  
 www.schultzairshows.com

David Schultz Airshows LLC - Oklahoma  
 1003 N Mississippi Ave  
 Ada, OK 74820-2211  
 Tel (580) 421-7132

Airshow Sponsor: City of Cape May, NJ & Township of Lower, NJ  
 Airshow Date(s): 4 July 2020  
 Airshow Location: 1000 ft or higher above Cape May, NJ (flyover coordination) – Non-FAA Waivered.

**Contract of Aerial Flyby Coordination**

This Contract is a total of 3 pages.

The above referenced Airshow Sponsor (hereby referenced as the SPONSOR) hereby agrees to pay David Schultz Airshows LLC the fee as shown below for the following services rendered in support of the 2020 Cape May NJ Flyover (hereby referenced as the EVENT) currently scheduled for the dates as referenced above. Final payment is due no later than 4 July 2020. A signed copy of this contract is due no later than 22 June 2020. Total balance of contact amount shall be made payable to "David Schultz Airshows LLC" no later than the last day of the event.

**Contract Price: \$1,000**

**Cancellation Terms**

This is not to be considered at AT-WILL Contract. This contract shall remain whole and is not subject to cancellation in parts or particular services once executed. Cancellation is not permitted after 22 June 2020 unless the entire event is cancelled. After 22 June 2020, cancellation of contract will result in cancellation charges equal to the remaining balance as mentioned above. Cancellation of this Contract cannot be due to hiring of a competitive services provider for any or all services listed in this contract.

**David Schultz Airshows LLC (DSA) will provide the following services to the EVENT and the SPONSOR:**

**1) David Schultz Airshows LLC will provide the following personnel for your event:**

| Description   | No. of Personnel | Arrival Date | Departure Date |
|---|------------------|--------------|----------------|
| <input checked="" type="checkbox"/> Professional Airboss            | 1                | 4 July 2020  | 5 July 2020    |
| <input type="checkbox"/> Professional Ground Operations Staff       | _____            | _____        | _____          |
| <input type="checkbox"/> Professional Announcer (less sound system) | _____            | _____        | _____          |
| <input type="checkbox"/> Jet Team Project Manager (if applicable)   | _____            | _____        | _____          |

**2) David Schultz Airshows LLC will provide the following services for your event:**

- | Description   | Detailed Information  |
|---|---|
| <input type="checkbox"/> Military Aircraft Acquisition Services   | - DD2535/1 CAD Submittal and Approval. DSA contact available military aircraft squadrons and will, to the best of their ability, acquire aircraft for the static and aerial displays of the EVENT and will be the sole point of contact for military units participating in the event per these approvals.  |
| <input checked="" type="checkbox"/> Civilian Aircraft Contract Solicitation & Review                        | - DSA will contact civilian aircraft organizations and private aircraft owners for possible inclusion in your airshow. DSA will review civilian aviation contracts in support of the event prior to signing of formal contract between the SPONSOR and the performer. Review of civilian performer contracts by our company is for the protection of the SPONSOR from excessive requirements from performers that would increase the costs to the airshow (i.e. additional engine oils, fuel, hotel rooms, cars, etc.) Aircraft acquisition from civilians will be via written contract in which the SPONSOR will receive a copy of the contract for execution and payment. All civilian appearance fee deposits and final payments for appearance fees will be paid directly from the SPONSOR. Any logistical support (i.e. oil, hangar space, tugs, towbars, etc.) shall also be supported (i.e. procurement and payment) by the SPONSOR. |
| <input type="checkbox"/> Computerized Ramp/Aerobatic Box Layout   | - DSA will provide a computerized static display/aerobatic box map for EVENT. In order to take advantage of this service, a copy in AUTOCAD DWG format (2000/2004 LT) shall be sent to David Schultz Airshows LLC no later than 1 January 2020.   |
| <input type="checkbox"/> Event Website Development & Maintenance  | - DSA will produce and maintain an EVENT website for the purpose of public information and publicity.   |
| <input type="checkbox"/> FAA Waiver/NOTAM/TFR Coordination  | - DSA will coordinate with local FAA offices for the airshow waiver, filing of the NOTAM, and the TFR for the EVENT.  |
| <input type="checkbox"/> Supply of UHF/VHF Communications Equip.  | - DSA will provide UHF/VHF communications equipment for use by our staff at your EVENT.   |
| <input checked="" type="checkbox"/> Supply of Smoke Oil Transfer System                                     | - DSA will provide their own smoke oil pumping system (with back up) for use by our personnel.  |
| <input type="checkbox"/> Supply of Aviation-Grade Weather Equipment   | - DSA, at their discretion, and based upon the historical reliability of the local airport AWOS, may elect to provide a mobile weather station for use by our staff in support of your event.   |
| <input type="checkbox"/> Jet Team/DOD Team Paperwork Completion   | - DSA will be the focal point for the completion and submission of all DOD and Jet Team paperwork/appendices.   |
| <input type="checkbox"/> Development of Master Event Project Plan   | - DSA will develop a detailed Master Project Plan for key tasks associated with the execution of the EVENT.   |
| <input type="checkbox"/> Internet based Aircrew Registration  | - DSA will provide on-line Aircrew Registration services and support for the EVENT.   |
| <input checked="" type="checkbox"/> Master Rostering of all Aircrew Needs                                   | - DSA will provide to the EVENT information pertaining to the number of aircrew/pilots expected in attendance, hotel rooms required, and number of rental cars/vans required in support of attendees of the EVENT.  |
| <input type="checkbox"/> Food/Merchandise Concessions, Security, Traffic/Parking, FBO, & Tower Consultation | - DSA will provide consultation services in support of airshow activities involving consultation related to the solicitation of food and merchandise vendors, media kits, FBO coordination, FAA Tower coordination, and security.   |
| <input type="checkbox"/> Insurance(s) Coordination  | - DSA will obtain the insurance certificates from any civilian aerobatic performers associated with the EVENT. Standard Liability Insurance for DSA is \$1MM in coverage. Any additional coverage would be at additional cost to the SPONSOR. The SPONSOR will be listed as additional insured on any and all performer policies  |

*[Signature]*  
 (Sponsor's Initials)



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 365 Sunset Ridge Road  
 Clearfield, PA 16830  
 Tel (814) 765-8520  
 Email: [airboss@schultzairshows.com](mailto:airboss@schultzairshows.com)

**Regional Offices**  
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[www.schultzairshows.com](http://www.schultzairshows.com)

David Schultz Airshows LLC - Oklahoma  
 1003 N Mississippi Ave  
 Ada, OK 74820-2211  
 Tel (580) 421-7132

**Contract of Aerial Flyby Coordination**

**Part 3) The SPONSOR shall provide the following to David Schultz Airshows LLC as part of this contract**

| <u>Description</u>   | <u>Detailed Information</u>  |
|--|--|
| <input checked="" type="checkbox"/> Payment as specified on page 1 of this contract. | - David Schultz Airshows LLC's FED ID is 65-1160526. DOD/SAM Cage Code is 1BVU9.   |
| <input checked="" type="checkbox"/> Lodging  | - 1 hotel room (Non-smoking, (2) Queen Beds) starting on 4 July 2020 until the Sunday after the EVENT. Hotel rooms shall be in a quiet setting and all in one hotel. Lodging must be within 20 minutes of airport. A hotel with high speed internet access is required. An arrangement shall be made in order to waive all hotel charges for parking, internet, and local and toll free phone calls.   |
| <input type="checkbox"/> Payment for Additional Site Visits                          | - This contract includes for 0 advanced pre-show site visit(s). Additional advanced pre-show visits to the show location or alternate locations for meetings shall be paid at the rate of \$500/day per person and will be invoiced separately within 10 days of visit. All lodging, transportation, or any overnight stays would be provided at SPONSOR's expense. Mileage shall be reimbursed at the standard IRS rate.  |
| <input type="checkbox"/> Ground Transportation (if applicable)                       | - 0 full size sedan AND 0 large SUVs (Expedition Size), fully fueled, clean, and insured for use during the duration of our stay in support of the EVENT. These vehicles shall be made available upon our arrival at the closest commercial airport. Proper identification shall be included with all vehicles to allow full access to the airshow location/airport, including ramps, flightline, taxiways, and runways, in support of the airshow, including gate access cards/codes. David Schultz Airshows LLC shall bear sole responsibility for assuring that all operators of said vehicles are duly licensed and competent to drive. Should a jet team place your event on the schedule or a pre-site visit be deemed necessary, it may be necessary to make additional trips to your location. If the vehicle transportation is arranged by David Schultz Airshows LLC for a jet team pre-show site visit or additional trips to your location, the SPONSOR shall submit payment to David Schultz Airshows LLC for the costs associated with the roundtrip travel to and from the site the pre-site visit within 30 days of invoicing for mileage. This is an additional travel cost that is NOT included in the original contract amount. |
| <input type="checkbox"/> Aerial Transportation (if applicable)                       | - _____ confirmed, roundtrip coach airline tickets from Pittsburgh, PA to Washington (Dulles), DC<br>Travel arrangements and times shall be confirmed no less than 60 days prior to the travel dates and be approved by David Schultz Airshows LLC prior to purchase of the airline tickets. The SPONSOR shall NOT be responsible for paying the aerial transportation costs as stated in this paragraph if the SPONSOR selects the higher contract fee option wherein David Schultz Airshows LLC pays travel costs for airfare. Should a jet team place your event on the schedule or a pre-site visit be deemed necessary, it may be necessary to make additional trips to your location. If this happens, the SPONSOR shall arrange travel, at their expense, for (1) person from David Schultz Airshows LLC roundtrip from Pittsburgh, PA to Washington, DC for these meetings. This is an additional travel cost that is NOT included in the original contract amount.  |
| <input type="checkbox"/> EVENT Site Access   | - FULL unrestricted access to the airport and airshow functions including access to the entire airport, airshow related social and sponsorship events, airport briefings, and media day events.  |
| <input type="checkbox"/> Smoke Oil Transportation/Power Requirement                  | - Two (2) 12-Volt DC small automobile batteries shall be provided to DSA as a power source for our pumps. Each battery shall be recharged each evening at the expense of the SPONSOR. A safe method of transporting up to 4 barrels of smoke oil shall also be provided by the SPONSOR.  |
| <input type="checkbox"/> Site Logistics  | - (1) ONE Portable Toilet within 15 feet of Airboss/Announcers Stand for non-public use (downwind). The SPONSOR shall provide AC Power for our equipment at the airshow control area for the event. This AC Power shall be provided with a backup power system in case of primary power failure. All electric cabling and power strips shall be the responsibility of the airshow with terminations of the AC power at the announcers stand/airboss control point starting the Friday AM of the event and lasting throughout the duration of the event.<br>(2) Two Golf Carts or Gators for On-site (airport) transportation during the event (golf cart, etc).  |
| <input type="checkbox"/> Site Ramp Transportation                                    | - Full access to telephones and fax during the full duration of the event for attending aircrews and for airshow coordination.   |
| <input type="checkbox"/> Communications  | - A copy of your airport emergency plan shall be submitted to our office no later than 1 month prior to your event.  |
| <input type="checkbox"/> EVENT Location Emergency Plan                               | - VIP/COMP tickets shall be made available to DSA for visiting military aircrew families and friends. Amount of VIP/COMP tickets shall not exceed 20 unless otherwise agreed to in advance between DSA and the SPONSOR.  |
| <input type="checkbox"/> VIP/Complementary Tickets                                   | - A conference rooms shall be obtained for usage for the daily FAA safety briefings in a quiet, non-public location for 25-40 people. These briefings generally take place between 0700 and 1000 hours each day (including practice days). A computer compatible overhead projector and cable shall be supplied for our use, along with an appropriate display screen and access to a copy machine during these briefings.   |
| <input type="checkbox"/> Conference Room/Overhead Projector/Screen                   | - The SPONSOR shall handle all liability insurance for the EVENT. "David Schultz Airshows LLC" shall be listed as additional insured on the airshow liability policy with the insurance certificate being sent to our office no later than 1 month prior to the EVENT.   |
| <input type="checkbox"/> EVENT Liability Insurance                                   | - We will also provide your announcer with information about our company to read over the PA system. The readings shall not be less than 5 per day during the public hours. Announcements will not convey any endorsements by the SPONSOR to David Schultz Airshows LLC.   |
| <input type="checkbox"/> Airshow Announcements                                       | - No smaller than 1/2 page full color advertisement in any airshow program that may be produced for the EVENT. A copy of the David Schultz Airshows LLC Logo shall appear on all posters, flyers, website for the airshow as well as on the cover of any airshow program. Failure to place the logo on the flyers or airshow poster will result in the additional charge of \$500. Failure to place the advertisement in the airshow program, will result in an additional charge of \$500 as well. Mention of airshow coordination and operations by David Schultz Airshows LLC is also required when placed on any publications for sponsorship, media, or publicity. No modification of our logo is permitted. One fullsize color copy of the Airshow Poster and program to be given to DSA at time of printing.  |
| <input type="checkbox"/> Airshow Advertisement                                       | - The SPONSOR shall grant permission for DSA to place up to 3 vinyl banners, ranging from 2 ft x 4 ft. in size, and one windfeather display in the display area. These banners are not endorsements from SPONSOR but are informational banners about our company. These banners will be displayed at ground level or on buildings and will not obstruct the view of airshow patrons.   |
| <input type="checkbox"/> Allowance for Signage                                       | - Acknowledgement for "David Schultz Airshows LLC" in any literature using information or photos from the library of DSA.  |
| <input type="checkbox"/> Photo Copyright Acknowledgement                             |  |

 (Sponsor's Initials)



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

David Schultz Airshows LLC - Oklahoma  
 1003 N Mississippi Ave  
 Ada, OK 74820-2211  
 Tel (580) 421-7132

**Contract of Aerial Flyby Coordination**

**Terms & Conditions**

- 1) David Schultz Airshows LLC shall be the sole company for airshow operations support, aircraft acquisition, and announcing. With prior agreement, other parties may provide aircraft acquisition support services to David Schultz Airshows LLC. Contracts for vendors shall be handled solely by the SPONSOR.
  - 2) David Schultz Airshows LLC does not guarantee military and civilian aviation support. Operational commitments, inclement weather, security concerns, budgets, last minute deployments, and mechanical problems may preclude the attendance of a military or civilian aircraft.
  - 3) David Schultz Airshows LLC does not take any responsibility, legally or financially, for airshow lack of funds or payment to/from vendors, for aircraft not attending the event, lack of crowd attendance, inclement weather, aircraft/ground accidents, any vehicular accidents regardless of location, legal fees on behalf of any party, including David Schultz Airshows LLC, or violations of FAA/State DOT/military regulations in relation to any parts of this event.
  - 4) David Schultz Airshows LLC does not accept any unauthorized costs without prior written agreement. David Schultz Airshows LLC does not accept any contingent liability or consequential damages of any kind to attendees or property. David Schultz Airshows LLC does not guarantee payments of any kind or amount to vendors or participants of the event.
  - 5) Under no circumstances are participants to be held liable for hotel room rates or rental car agreement charges. These items should be direct billed to the airshow site.
  - 6) The SPONSOR shall release David Schultz Airshows LLC and its officers, directors, agents, employees, and invitees from and against any and all claims, losses (including attorney's fees), damages, expenses and liabilities (including statutory liability) in connection with damages as a result of injury to, or death of, any person or any property damage which arises from or in any manner related to the conduct of the event excluding only the gross negligence or willful misconduct of David Schultz Airshows LLC and its agents and employees. The SPONSOR, subject to all defenses and limitations of liability provided by law, will indemnify and hold harmless David Schultz Airshows LLC from liability that is proximately caused by the negligence of the SPONSOR.
- The SPONSOR and David Schultz Airshows LLC shall be considered independent contractors one to the other and each party shall be legally responsible for its own acts and omissions. Each party shall release the other party and all its officers, agents, and employees from all civil liability, except this release shall not apply to any gross negligence, recklessness, or willful misconduct. Subject to all defenses and limitations of liability provided by law, the SPONSOR shall defend, indemnify, and hold harmless David Schultz Airshows LLC (and all of its officers, agents, and employees) from all civil liability arising out of the acts or omissions of the SPONSOR; and likewise David Schultz Airshows LLC shall defend, indemnify, and hold harmless the SPONSOR (and all of its officers, agents, and employees) from all civil liability arising out of the acts and omissions of David Schultz Airshows LLC.
- 7) Local US Air Force, USAF-ANG, US Navy, US Marine Corps, US Coast Guard, US Army, and US Army National Guard recruiters shall all be invited and allowed to exhibit around aircraft of their respective service without charge to the recruiters (vendor fee).
  - 8) Airshows contracting David Schultz Airshows LLC for Aviation Consultation/Coordination shall provide airshow attendees (aircrews, pilots, and recruiters) with water/gatorade/etc. during airshow hours so that they may stay on station with their aircraft/exhibits. A Hospitality Tent is sufficient. Single Hot Dogs/Hamburgers are not sufficient for lunches for military and civilian aircrews that are required to stay at their aircraft during the long airshow days. Bottled water shall also be ice'd down and available on the performer hot ramp each day.
  - 9) To the extent permissible by law and regulatory limitations, the SPONSOR agrees to provide transportation, housing arrangements, fuel/oil for aircrews and aircraft and meal service for aircrews that have been approved and contracted with in accordance with the provisions of this contract. The SPONSOR will also pay for civilian aviation fuel and oil and transportation requirements as spelled out in the civilian contracts. Military fuel shall be at the contract fuel rates that are current at the time of the event. Any costs over the military fuel rate shall be the responsibility of the airshow sponsoring agency per DD Form 2535.
  - 10) The SPONSOR will handle ALL transportation, housing, and meal service for aircrews during the duration of their event at NO COST to aircrews. The SPONSOR will also arrange for DOD fuel via valid DOD forms or AVCARD at contract fuel prices in effect at the time of the event. Military aviation fueling arrangements shall be handled between the sponsoring organization and the appropriate fueling depot on the airport vicinity.
  - 11) The SPONSOR must provide strict security for the duration of the event for all aircraft and displays. Armed security must be on the field at all times when a military aircraft is at the airshow location.
  - 12) The SPONSOR will provide and obtain the proper evacuations of surrounding airport properties as required by the FAA and the Department of Defense (if required). The SPONSOR shall also obtain and procure any approvals necessary to hold the event at the airshow site. If pyrotechnics are used, the SPONSOR shall bear the responsibility of procurement of the licenses and permits for storage and use of pyrotechnic equipment and charges. FAA Waiver approval and Temporary Flight Restrictions will be coordinated and held by David Schultz Airshows LLC.
  - 13) Copyright and approval use of music over your public address system is not included as part of this contract. Proper licensing for use of music shall remain the sole responsibility of the SPONSOR. Licenses for music used during the performances can be obtained from ASCAP, BMI, and SESAC via David Schultz Airshows LLC for the reduced price of \$975 per airshow day. This is a discounted fee established for ICAS (International Council of Airshows) members such as David Schultz Airshows LLC. This price is not included for in this contract and is a cost to be paid by the SPONSOR.

*This contract is governed under the laws of the Commonwealth of Pennsylvania.*

This is a confidential contract between the two parties listed below. By signing this contract, David Schultz Airshows LLC and the SPONSOR agree to the conditions as spelled out in this contract and will honor this contract for its total duration. Any change orders or revisions shall be done in writing between the two parties. Cancellation of this contract must be sent to the parties per the cancellation terms of this contract. Prices involved in this contract are firm throughout the contract's duration based on the services as described above. The mutual promises and consideration supporting this agreement are intended to be only for the benefit of the parties. There shall not be any third party beneficiaries to this contract.

|   |       |              |         |
|---|-------|--------------|---------|
| David Schultz Airshows LLC  | _____ | Date         | _____   |
|  | _____ | City Manager | 6/30/20 |
| City of Cape May, NJ  | _____ | Title        | Date    |

|                       |       |       |       |
|-----------------------|-------|-------|-------|
| Township of Lower, NJ | _____ | Title | _____ |
| _____                 | _____ | Date  | _____ |

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

RESOLUTION #2020-197

Title: APPROVAL OF AN ALCOHOLIC BEVERAGE CONTROL LICENSE PLACE TO PLACE  
TRANSFER – EXPANSION OF LICENSED PREMISES – LICENSE #0505-33-020-004;  
MARCO VOKES, INC t/a CREST TAVERN

WHEREAS, an application has been filed for a Place to Place Transfer Expansion of Premises of Plenary Retail Consumption License 0505-33-020-004, issued to Marco Vokes, Inc, t/a Crest Tavern for premises located at 9600 Pacific Avenue, Lower Township, New Jersey, for purposes of expanding the premises under license wherein the sale, service and storage of alcoholic beverages are authorized; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term.

NOW, THEREFORE, BE IT RESOLVED that the Lower Township Council does hereby approve effective July 7, 2020, the expansion of the aforesaid Plenary Retail Consumption license #0505-33-020-004, licensed premises located at 9600 Pacific Avenue, Lower Township New Jersey, to place under license the area delineated in the application form and the sketch of the licensed premises attached thereto.

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

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on July 6, 2020.

Julie A Picard, Township Clerk

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

RESOLUTION #2020-198

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

|                             |                    |               |
|-----------------------------|--------------------|---------------|
| <u>Vendor</u>               | <u>Description</u> | <u>Amount</u> |
| LOWER TOWNSHIP RESCUE SQUAD | EXPENSES           | \$10,000.00   |

TOTAL BILL LIST \$10,000.00

|        | MOTION | SECOND | AYE | NAY | ABSTAIN | ABSENT |
|--------|--------|--------|-----|-----|---------|--------|
| CONRAD |        |        |     |     |         |        |
| COOMBS |        |        |     |     |         |        |
| ROY    |        |        |     |     |         |        |
| PERRY  |        |        |     |     |         |        |
| SIPPEL |        |        |     |     |         |        |

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on JULY 06, 2020.

\_\_\_\_\_  
Julie A Picard, Township Clerk