

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
January 17, 2018 - 7:00 P.M.

Meeting called to order

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

Work Session

Consent Agenda

Approval of Minutes January 3, 2018
Res. #2018-48 Payment of Vouchers \$ \$182,995.71
Res. #2018-49 Re-Appointment to the Recreation Advisory Board (M.DiDonato)
Res. #2018-50 Re-Appointment to the Municipal Utilities Authority Board (J.Henderson)
Res. #2018-51 Authorization to Cancel Uncashed Checks (Court Bail \$446 / General \$371.01)
Res. #2018-52 A Resolution Approving Year Two of a Three Year Inter-local Service Agreement Between the Township of Lower and Lower Township Fire District #3 (\$13,750.)
Res. #2018-53 Transfer of 2017 Appropriations (\$5,500 from collector/street lighting to collector/electric)
Res. #2018-54 Authorization for Refund of Tax (1 property \$346.22)
Res. #2018-55 Appointment to the Municipal Utilities Authority Board (M.Lambert - Replacing J.Young)
Res. #2018-56 Authorization for the Payout of Accumulated Sick Time (J.Felsing \$904.94)
Ordinance #2018-02 An Ordinance of the Township of Lower Amending Ordinance #2011-03; Amending Chapter 340, Fire Prevention of the Code of the Township of Lower – This Ordinance is at the request of the Fire Commissioners. This is the first reading of this Ordinance. The second reading and public hearing of this Ordinance has been scheduled for February 5, 2018.

Regular Agenda

Manager's Report

Engineer's Report

Administrative Reports

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

Council Comments

Call to the Public

Closed Session

Res. #2018-57 Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. **INDEMNIFICATION OF APPOINTEE and PERSONNEL ISSUE**

COUNCIL MAY RETURN TO OPEN SESSION TO TAKE ACTION

**Res. #2018- A Resolution Authorizing Indemnification and Defense of a Lower Township Appointee In Accordance With Chapter 25 of the Code of the Township of Lower and N.J.S.A 59:10-4

**Res. #2018- Authorization for the Payout of Accumulated Sick Time

***These Resolutions will be available upon Council's Approval

Adjournment

COUNCIL MEETING MINUTES – January 3, 2018

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on January 3, 2018 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

Pastor Glenn Scheyhing, representative of the Lower Township Clergy and Chaplin of the Lower Township Police Department, gave the invocation, asking for God's blessings throughout the New Year.

Swearing in - Councilman Roland Roy – Mayor Erik Simonsen

Mayor Simonsen had the pleasure of swearing in Roland Roy to Lower Township Council Ward 3. Councilman Roy was accompanied by family members. His wife, Melissa Roy held the Bible.

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

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

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

Swearing in / Police Promotions – Mayor Erik Simonsen

Mayor Simonsen administered the Oath of Office to Lieutenant John A Chew. Jr. Lieutenant Chew was accompanied by his family. David Douglass, Jr. held the Bible and pinned his badge.

Mayor Simonsen administered the Oath of Office to Sergeant Charles J Ryan. Sergeant Ryan was accompanied by his daughter, Dempsey Ryan, who held the Bible and pinned his badge.

Mayor Simonsen administered the Oath of Office to Sergeant Robert C Smith, Jr. Sergeant Smith was accompanied by his sons, Branden and Robert III. Branden held the Bible and Robert III pinned his badge.

Chief William Mastriana thanked everyone for their support and congratulated his guys for a job well done.

Work Session

Year in Review – Mayor, Council & Manager

Manager Ridgway, together with Mayor Simonsen and Council, introduced and narrated the 2017 Year in Review slide show highlighting over 20 projects being started or completed in 2017.

Consent Agenda

Approval of Minutes - December 18, 2017

Approval of Closed Session Minutes – December 18, 2017

Res. #2018-01 Appointment of Municipal Solicitor for the Year 2018 as a Professional Service Contract without Public Bidding (D.Stefankiewicz /Stefankiewicz & Belasco NTE \$125,000)

Res. #2018-02 Appointment of Township Labor Attorney for the Year 2018 as a Professional Service Contract without Public Bidding (W.Blaney NTE \$25,000)

Res. #2018-03 Appointment of Municipal Auditor for the Year 2018 as a Professional Service Contract without Public Bidding (Ford Scott & Associates NTE \$40,000)

Res. #2018-04 Appointment of Bond Counsel for the Year 2018 as a Professional Service Contract without Public Bidding (Archer & Greiner per Bond Ord)

Res. #2018-05 Appointment of Municipal Prosecutor for the Year 2018 (F.Guaracini \$37,500)

Res. #2018-06 Appointment of Municipal Public Defender for the Year 2018 (S.Fuscellaro \$13,000)

Res. #2018-07 Appointment of Joint Insurance Fund Risk Management Consultant (J.Byrne Agency 5% JIF net Assessment)

Res. #2018-08 Appointment of Municipal Engineer for the Year 2018 as a Professional Service Contract without Public Bidding (Mott MacDonald NTE \$450,000)

- Res. #2018-09 Appointment of Public Information Officer for the Year 2018 As a Professional Service Contract without Public Bidding (L.Suit \$10,400)
- Res. #2018-10 Appointment of Township Tax Appeal Attorney for the Year 2018 as a Professional Service Contract without Public Bidding (M.Karavan NTE \$10,000)
- Res. #2018-11 A Resolution Revising and Extending Manager James Ridgway's Memorandum of Understanding with the Township of Lower as Township Manager
- Res. #2018-12 Establishment of Council Meeting Dates for the Year 2018 (annual)
- Res. #2018-13 Designation of Official Newspapers for the Year 2018 (Cape May Star & Wave/ The Herald)
- Res. #2018-14 Authorizing the Tax Assessor to File Tax Appeals (annual)
- Res. #2018-15 Annual Approval of Emergency Management Council (annual approval)
- Res. #2018-16 Confirmation of Officials for Joint Insurance Fund and Municipal Excess Liability Fund (annual)
- Res. #2018-17 Authorizing the Clerk to Issue Bingo and Raffle Licenses throughout 2018 to Qualified Organizations (annual)
- Res. #2018-18 Designation of a Public Agency Compliance Officer for Lower Township (M.Vitelli, annual)
- Res. #2018-19 Setting the Interest Rate for Delinquent Taxes (annual)
- Res. #2018-20 Contract Award for Township of Lower Animal Control Services – Year 2 (Shore Animal Control \$54,000)
- Res. #2018-21 Adoption of 2018 Temporary Current Budget (\$6,478,460.87)
- Res. #2018-22 Authorizing the Cash Management Plan (annual)
- Res. #2018-23 Authorizing Payment of 2018 Debt Service (annual)
- Res. #2018-24 Designation of Official Depositories (annual)
- Res. #2018-25 Authorizing Payment of 2018 Animal Shelter and Spay/Neuter Fees (\$129,274.)
- Res. #2018-26 Resolution to Defer Regional School Tax (\$6,891,597. annual)
- Res. #2018-27 Authorizing Payment for 2018 Regional School Taxes (Jan thru July \$6,891,597.)
- Res. #2018-28 Authorizing Payment to Lower Township Board of Education (Jan thru July \$8,480,283.)
- Res. #2018-29 Authorizing Payment of 2018 Pension Amounts Due (\$634,882 PERS & \$977,090 PFRS)
- Res. #2018-30 Authorization for Public Bidding (annual)
- Res. #2018-31 Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964" (required by State)
- Res. #2018-32 Certification of Lot Clearing Charges to the Tax Collector (\$900.00, 148 E Bates)
- Res. #2018-33 Authorization for the Payout of Accumulated Compensatory Time (K.Boyle, Jr \$1,681.34)
- Res. #2018-34 Authorization for the Payout of Accumulated Compensatory Time (A.Micicche \$11,007.14)
- Res. #2018-35 Authorization for the Payout of Accumulated Compensatory Time (J.Saini \$2,446.03)
- Res. #2018-36 Authorization for the Payout of Accumulated Sick Time (42 employees \$47,328.11)
- Res. #2018-37 Authorization to Waive Interest on Taxes Due on a County Owned Property (\$5,085.02)
- Res. #2018-38 Annual Approval of Petty Cash Funds (\$100 Treasurer, \$550 Police)
- Res. #2018-39 Re-Appointment of Class II Member to the Planning Board (J.Dowe, Twp Assessor)
- Res. #2018-40 Authorizing Payment of 2017 Vouchers (\$495,201.63)
- Res. #2018-41 Approval of Annual Contribution to Volunteers in Medicine (annual \$7,690.)
- Res. #2018-42 Bid Acceptance and Award for Beach Drive Pedestrian Safety Improvements (Asphalt Paving Systems, Inc \$1,967,700.)
- Res. #2018-43 Appointment of Health Insurance Brokerage Consultant for the Year 2018 as a Professional Service Contract without Public Bidding (Marsh & McLennan \$26,664.)
- Res. #2018-44 Authorizing Contracts with Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a (annual approval to purchase from State Contracts)
- Res. #2018-45 Authorizing Payment of 2018 Vouchers (\$323,736.14)
- Ordinance 2018-01 An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank N.J.S.A. 40A:4-15.14 – This is an annual Ordinance which must be passed the first meeting of the year. The second reading and public hearing has been scheduled for February 5, 2018.

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

Regular Agenda

Res. #2018-46 Resolution Designating the Lower Township Rescue Squad, Inc as the Provider of Emergency Medical Services in Lower Township

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

Res. #2018-47 Appointment of Class III Member to the Planning Board (Councilman Roland Roy)

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

Council Comments

Councilman Conrad thanked County Fire Marshal, Conrad Johnson, Jr. for his attendance at the meeting, and expressed anticipation of a great year.

Councilman Perry wished everyone a happy New Year and thanked them for their attendance. He thanked the County for their cooperation with Township road and infrastructure improvements and shared Council's goal for additional road repairs.

Councilman Roy wished everyone a happy New Year and thanked them for attending the meeting. He also reminded everyone to use caution and check on neighbors during the impending storm.

Deputy Mayor Sippel congratulated Councilman Roy and thanked him for his service. He also thanked Gary Douglass, President of the Optimist Club, for helping with programs for the youth.

Mayor Simonsen pledged his commitment to continue the fight against the drug epidemic. He informed about a statewide bike path project and reiterated Council's goals for the New Year. He wished everyone a happy New Year and a reminder to stay safe.

Call to the Public

Jerry Thornton, County Freeholder Director, wished everyone a happy New Year and expressed appreciation for the notable relationship between the County and Township Council and Manager Ridgway.

Ray Flickinger, 1700 Washington Blvd, voiced appreciation for the accomplishments of Mayor and Council and Manager Ridgway, especially for the Beach Drive Pedestrian Safety Improvement Project.

Marie Hayes, County Freeholder, congratulated Councilman Roy and shared a story of their past experience in the police academy.

Tom Frisoli, Jacksonville Ave, commended and thanked Mayor and Council, and Manager Ridgway for all they've done for the Township, and he congratulated Councilman Roy.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Roy, seconded by Councilmember Perry. Motion to adjourn was unanimous. Meeting adjourned at 7:53 p.m.

Mayor
Approved:

Township Clerk

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01139 CORELOGIC CENTRALIZED REFUNDS	18-00082	01/10/18	REFUND 2017 TAX OVERPAYMENT	Open	346.22	0.00		
01170 VERIZON WIRELESS* F/S	18-00026	01/09/18	CELL FIRE 11/27/17-12/26/17	Open	52.55	0.00		
01171 VERIZON WIRELESS - TOWNHALL	17-03252	12/12/17	VERIZON IPHONE 11/29-12/28	Open	1,064.57	0.00		
	17-03253	12/12/17	CELL PHONE 11/24/17-12/23/17	Open	<u>525.72</u>	0.00		
					1,590.29			
01200 DELTA DENTAL PLAN OF NJ	18-00032	01/09/18	DECEMBER 2017 ADMIN	Open	1,195.20	0.00		
01201 DELL CORPORATION*	17-03222	12/11/17	AAREN COMPUTER #1024222219148	Open	1,091.57	0.00		
01389 EDDIE'S AUTO BODY*	17-03136	11/30/17	VEHICLE RECONDITIONING	Open	971.80	0.00		
	17-03281	12/15/17	FRONT END ALIGNMENT/DURANGO	Open	<u>89.95</u>	0.00		
					1,061.75			
01600 ORVILLE E FOWLER	18-00054	01/09/18	CONTRACTUAL REIMBURSEMENT-M	Open	670.00	0.00		
01657 GOPHER SPORT*	17-03325	12/22/17	BASKETBALLS	Open	766.93	0.00		
01898 HERITAGE BUSINESS SYSTEMS, INC*	17-03321	12/21/17	QUARTERLY BASE 12/9/17-3/8/18	Open	1,594.79	0.00		
02223 LANDSMAN UNIFORMS*	17-03149	12/04/17	UNIFORM PANTS	Open	510.00	0.00		
	17-03226	12/11/17	UNIFORMS	Open	<u>482.00</u>	0.00		
					992.00			
02292 DONALD LOMBARDO	18-00033	01/09/18	CONTRACTUAL REIMBURSEMENT-M	Open	1,277.64	0.00		
02402 MGL PRINTING SOLUTIONS	17-03389	12/29/17	MARRIAGE BINDER/ORDINANCE BOOK	Open	177.00	0.00		
02541 ROBERT D. MARTIN, JR	18-00123	01/11/18	CONTRACTUAL REIMBURSEMENT-M	Open	56.55	0.00		
02968 PATTI'S PARTY WORLD*	17-03329	12/22/17	NEW YEAR'S EVE DECORATIONS	Open	250.00	0.00		
03072 NJ STATE LEAGUE OF MUNICIPALIT*	18-00020	01/09/18	2018 DUES	Open	1,610.00	0.00		
03086 NJ STATE ASSN CHIEFS OF POL*	17-03282	12/15/17	TRAINING JAN 3 2018	Open	2,400.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03104 NORTHEAST IND.&MARINE SUPPLY*								
	17-00827	03/23/17	PARTS/RD/RECY/SANT/DPW/APRIL	Open	1,166.09	0.00		
	17-00828	03/23/17	PARTS/RDS/SANT/REC/MAY	Open	<u>1,799.00</u>	0.00		
					2,965.09			
03414 WILLIAM PRIOLE								
	18-00057	01/10/18	CONTRACTUAL REIMBURSEMENT-V	Open	305.00	0.00		
03453 QUILL CORPORATION*								
	17-03104	11/29/17	CALENDARS	Open	49.72	0.00		
03495 ELIZABETH BYRNE								
	18-00035	01/09/18	CONTRACTUAL REIMBURSEMENT-M	Open	106.16	0.00		
03518 RIGGINS, INC.*								
	18-00058	01/10/18	OFF HIGHWAY DIESEL	Open	870.17	0.00		
03611 SERVICE TIRE TRUCK CENTERS*								
	17-03304	12/18/17	TIRES/RD/SANT/RECY/DEC.CONTINU	Open	5,613.71	0.00		
03688 SOUTHERN NJ CHAPTER NIGP*								
	18-00052	01/09/18	2018 MEMBERSHIP	Open	115.00	0.00		
	18-00083	01/10/18	SJNIGP MEETING	Open	<u>135.00</u>	0.00		
					250.00			
03692 SOUTH JERSEY GAS CO*								
	18-00089	01/10/18	DECEMBER GAS	Open	320.94	0.00		
03720 SOUTH SHORE BASKETBALL LEAGUE								
	17-03285	12/15/17	2016-17 & 2017-18 FEES	Open	600.00	0.00		
03764 TCTANJ								
	18-00051	01/09/18	2018 MEMBERSHIP APPLICATION	Open	300.00	0.00		
03810 MUNICIPAL UTIL AUTH USAGE COST								
	18-00050	01/09/18	SEWER BILLING DUE 1/1/2018	Open	1,190.00	0.00		
03820 MUNICIPAL UTIL. AUTH ON CALL								
	18-00132	01/11/18	NOVEMBER ONE CALL REIMB	Open	138.75	0.00		
03863 TREASURER, STATE OF NEW JERSEY								
	18-00067	01/10/18	STATE SURCHARGE OCT-DEC WCM	Open	1,082.00	0.00		
	18-00068	01/10/18	STATE SURCHARGE OCT-DEC LOWER	Open	<u>7,025.00</u>	0.00		
					8,107.00			
03904 LOWE'S HOME CENTER INC*								
	17-02282	08/28/17	SUPPLIES FOR DEC.	Open	323.95	0.00		
03917 STATE OF NJ DEPT OF CHILD/FAML								
	18-00028	01/09/18	OCT,NOV,DEC 2017 MAR/CU FEE	Open	650.00	0.00		
03947 VFIS*								
	18-00039	01/09/18	COMMERCIAL AUTO 1/18-1/19	Open	2,873.13	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03947 VFIS*				Continued				
18-00040	01/09/18	VFIS-TR-2061918-09	PORTFOLIO	Open	6,620.50	0.00		
					9,493.63			
03985 VILLAS NAPA AUTO PARTS								
17-02277	08/28/17	RDS/SANT/RECY/DEC		Open	2,763.30	0.00		
04085 CHRISTOPHER WINTER (EMPLOYEE)								
18-00124	01/11/18	CONTRACTUAL REIMBURSEMENT-V		Open	170.00	0.00		
04089 WIZARD'S FESTIVAL OF FUN, INC*								
17-02588	10/04/17	RES#17-264-GAME SHOW-NYE PARTY		Open	2,500.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*								
18-00100	01/11/18	FIRST AID SUPPLIES TOWNHALL		Open	224.60	0.00		
18-00126	01/11/18	FIRST AID SUPPLIES/JAN		Open	189.50	0.00		
					414.10			
04101 SPANKY'S BBQ CATERING*								
17-03264	12/13/17	HOT DOGS & WATER		Open	600.00	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS								
18-00044	01/09/18	DOG LICENSE FEES DECEMBER 2017		Open	131.40	0.00		
04288 NUANCE COMMUNICATIONS INC*								
17-01077	04/20/17	2017 DICTAPHONE/HAND UNITS MNT		Open	4,221.90	0.00		
04301 SEASHORE ASPHALT CORPORATION*								
17-03280	12/15/17	HP PATCH		Open	220.00	0.00		
04445 TRICOMM SERVICES CORP*								
17-03354	12/27/17	FIX JUDGES PHONE LINE		Open	132.10	0.00		
05066 MICHAEL REEB								
18-00073	01/10/18	DJ- BASKETBALL TOURNAMNET		Open	250.00	0.00		
4104 DOUGLASS LANDSCAPING LLC*								
17-00698	03/21/17	LANDSCAPING SERVICES		Open	4,748.50	0.00		B
5005 THE MASTERS OF MAGIC AND FUN								
17-03347	12/27/17	BALLOON ART AND FACE PAINTING		Open	400.00	0.00		
5032 NORTH WILDWOOD \$ CREST SHIRT*								
17-03309	12/18/17	BASKETBALL SHIRTS		Open	1,950.00	0.00		
17-03331	12/26/17	BADGER HIGH PERF		Open	232.00	0.00		
					2,182.00			
6059 USABLE LIFE								
18-00048	01/09/18	JANUARY 2018 LIFE INSURANCE		Open	542.23	0.00		
7019 OCEAN VIEW VETERINARY*								
18-00086	01/10/18	VET SERVICES: MEDICAL EXPENSE		Open	130.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7066 KETCHUM MFG CO INC*	17-03056	11/21/17	2018 DOG TAGS	Open	473.00	0.00		
7079 SUBURBAN PROPANE L P*	18-00072	01/10/18	PROPANE FOR CLEM MULLIGAN	Open	254.97	0.00		
7091 STEVE SELBY	18-00043	01/09/18	FALL SOCCER OFFICIAL	Open	50.00	0.00		
7098 SHORE VETERINARIAN ANIMAL *	18-00087	01/10/18	VET SERVICES: EMERGENCY SERVIC	Open	759.76	0.00		
7196 LAUREN HUGGINS SUIT*	18-00085	01/10/18	RES 18-09 DNE \$10,400	Open	1,733.34	0.00		B
7354 FLEETPRIDE INC.*	17-03191	12/06/17	RDS/SANT/RECY/DPW	Open	615.93	0.00		
7478 WINDSTREAM COMMUNICATION INC*	17-03254	12/12/17	PHONE SERVICE	Open	3,466.40	0.00		
7508 BLANEY & KARAVAN PC*	17-00125	01/11/17	RES 2017-02 LABOR ATTORNEY 25k	Open	2,475.00	0.00		
7636 MOTT MACDONALD LLC*	17-01015	04/13/17	BEACH DRIVE PED SFTY IMPROVEMT	Open	8,806.50	0.00		B
	17-02966	11/09/17	ROSEANN SOIL SAMPLE & DESIGN	Open	6,822.50	0.00		
	18-00031	01/09/18	PROFESSINOAL ENGINEERING	Open	236.24	0.00		
	18-00045	01/09/18	CMC OPEN SPACE GEN ENG NEEDS	Open	1,650.00	0.00		
					<u>17,515.24</u>			
7650 JUMPIN' JOES LLC*	17-03249	12/12/17	NEW YEARS EVE PARTY	Open	1,200.00	0.00		
7689 GOVERNMENT FORMS AND SUPPLIES*	17-03172	12/05/17	2018 YARD SALE PERMITS	Open	136.95	0.00		
7820 DEBLASIO & ASSOCIATES, P.C*	17-02477	09/21/17	ENGINEERING SERVICE /RT.109	Open	5,800.35	0.00		B
	17-03248	12/12/17	ENGINEERING SERVICES-DOUGLASS	Open	5,860.00	0.00		
					<u>11,660.35</u>			
7824 DIVERSIFIED STORAGE SOLUTIONS*	17-02559	10/02/17	STORAGE	Open	1,752.00	0.00		
7868 ERIK COLLINS	17-03327	12/22/17	REPLACE TRASH CAN	Open	51.59	0.00		
BOSNA KAREN MANETTE BOSNA	17-03390	12/29/17	MONTHLY PAYMENT FOR YOGA-DEC	Open	95.00	0.00		
G-DB DB ELECTRONICS	17-03373	12/29/17	SERVICE TO THE PA SYSTYEM	Open	518.80	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SMITHS SHEILA D SMITH	18-00059	01/10/18	NOTARY REIMBURSEMENT	Open	45.00	0.00		
Total Purchase Orders:		96	Total P.O. Line Items:	0	Total List Amount:	182,995.71	Total Void Amount:	0.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTIUN #2018-49

Title: RE-APPOINTMENT TO THE RECREATION ADVISORY BOARD

WHEREAS, Mark DiDonato's term on the Recreation Advisory Board expired on December 31, 2017, and has requested re-appointment to the Board; and

WHEREAS, Council has reviewed the applications currently on file in the Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following re-appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Mark DiDonato	Regular Member	December 31, 2020

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018

Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

NAME MARK D. DONATO

CITY AND STATE _____

YEARS OF RESIDENCY IN TOWNSHIP _____ OCCUPATION _____

Please number in order of preference which ones you wish to be considered for.

- _____ Cable Television Advisory Board
- _____ Environmental Commission
- _____ Historic Preservation Commission
- _____ Citizen Advisory Board

- _____ Municipal Utilities Authority
- _____ Planning Board
- _____ Recreation Advisory Board
- _____ Zoning Board of Adjustment

I hereby apply to perform public service on the following municipal authority, boards or commissions. List any education, prior volunteer experience or work related experience, or other civic involvement which could be of use to the authority, board or commission you have listed above.

I MARK D. DONATO WOULD LIKE TO
BE ~~RE~~ REAPPOINTED TO THE RAB. THANK YOU.

MARK D. DONATO

Date: _____ Signature: _____ (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

Return to: Clerk's Office, 2600 Bayshore Road, Villas, NJ 08251

***PERSONAL INFORMATION NOT SUBJECT TO PUBLIC DISCLOSURE**

Address of Residence _____ Email _____

Primary Phone Number _____ Work Phone Number _____

*The information in this section is considered personal information, and is therefore deemed confidential for the purpose of P.L.1963, c.73 (C.47:1A-1 et seq.) and P.L. 2001, c.404 (C.47:1A-5 et al.).

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

RESOLUTIUON #2018-50

Title: RE-APPOINTMENT TO THE MUNICIPAL UTILITIES AUTHORITY BOARD

WHEREAS, Jacqueline Henderson's term on the Lower Township Municipal Utility Authority Board will expire on February 1, 2018 and she has requested to be re-appointed; and

WHEREAS, Council has reviewed all applications currently on file in the Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following individual is hereby appointed to the Lower Township Municipal Utilities Authority Board:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Jacqueline Henderson	Regular Member	February, 2023

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

FOR TOWNSHIP USE ONLY

Res. # _____

Board/Comm./Auth. _____

Term Exp. _____

Replaced _____ or Reappointed

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

RCVD DEC 19 '17

NAME Jacqueline Henderson

CITY AND STATE North Cape May, NJ

YEARS OF RESIDENCY IN TOWNSHIP 21 OCCUPATION Homemaker

Please number in order of preference which ones you wish to be considered for.

- Cable Television Advisory Board
- Environmental Commission
- Historic Preservation Commission
- Citizen Advisory Board

- Municipal Utilities Authority
- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

I hereby apply to perform public service on the following municipal authority, boards or commissions. List any education, prior volunteer experience or work related experience, or other civic involvement which could be of use to the authority, board or commission you have listed above.

Present Member of LTMUA Board (since May, 2015)

- current position of Vice Chair

- committees: Personnel Committee

Budget Committee

* see attached resume

Date: 12/19/17 Signature: JH Henderson

(VALID FOR ONE YEAR FROM DATE OF RECEIPT)

Return to: Clerk's Office, 2600 Bayshore Road, Villas, NJ 08251

Objective

To serve the people of Lower Township as a M.U.A. Board Member

Education

Messiah College, 1992

Bachelor of Science – Human Resource Management

Minor – Psychology

Work Experience

HR Assistant – PHH US Mortgage Corporation (1000+ employees)

*Compensation, Payroll, Benefits, and Employee Morale Programs

Innkeeper Assistant – Queen Victoria, The Abbey, The Summer Cottage Inn

*Reservations, Breakfast, Guest Contact, Concierge, Room Detailing

Related Experience

Cape May County Library Commission, 2006 – present

*Current position – Vice Chair

*Current budget of \$9 million, responsibilities include passing of annual budgets, public resolutions, HR resolutions, approval of building renovations and new library infrastructure

Past Parent Volunteer for West Cape May Cub Scout Pack 73

Past Parent Volunteer at Lower Twp. Elementary School

*Areas include PTA, classroom, office and library

Parent Volunteer for West Cape May Boy Scout Troop 73

*Hospitality Chairperson

Past Co-coordinator of Wm. Alvarez Christmas Toy Drive – Cape May Police Dept.

*Active participation for 19 years, 2013 participation of approximately 125+ children throughout Cape May County

Member of Lower Twp. Regular Republican Organization, 2008 – 2016

Board of Elections Poll Worker Ward 1

Temporary Council Member for Lower Township Ward 3, Sept. – Nov. 2013

LTMUA Board Member May 2015 – present (Present position as Vice Chair)

Personal Background

Lower Twp. resident, ratepayer and homeowner, 1996 - present

Enjoys gardening, entertaining, cycling and jogging

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

RESOLUTION #2018-51

Title: **AUTHORIZATION TO CANCEL UNCASHED CHECKS**

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

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

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

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

<u>DATE</u>	<u>PAYEE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
BAIL ACCOUNT			
12/1/2014	William E. Cobaugh III	10202	\$ 25.00
9/8/2015	Florencio Volante	10341	\$ 75.00
11/18/2015	Gretchen Taylor	10386	\$ 50.00
8/30/2016	Holly Cantanese	10553	\$ 90.00
10/18/2016	R. Matthews Baylock	10580	\$ 31.00
12/5/2016	Matthew Scheere	10588	\$ 175.00
	TOTAL		\$ 446.00

<u>DATE</u>	<u>PAYEE</u>	<u>CHECK #</u>	<u>AMOUNT</u>
GENERAL ACCOUNT			
6/26/2014	Connor Magee	1765	\$ 1.00
6/26/2014	Andrew Roberts	1766	\$ 1.00
9/8/2014	Eric Scharff	1792	\$ 50.00
10/8/2014	Jose Vargas	1800	\$ 5.00
10/20/2014	Erin Piccioni	1802	\$ 1.00
10/20/2014	Mark Bednar	1803	\$ 0.21
11/18/2015	Gretchen Taylor	1930	\$ 250.00
1/15/2016	Kyle Sikes	1952	\$ 4.00
4/4/2016	Eric Scharff	1978	\$ 5.00
5/9/2016	Autumn Allamong	1985	\$ 3.80
10/3/2016	James Reilly	2054	\$ 50.00
	TOTAL		\$ 371.01

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-52

Title: A RESOLUTION APPROVING YEAR TWO OF A THREE YEAR INTERLOCAL SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF LOWER AND LOWER TOWNSHIP FIRE DISTRICT # 3

WHEREAS, the Township of Lower adopted Resolution #2016-307 on November 7, 2016 entering into an Inter-local Service Agreement with Lower Township Fire District #3; and

WHEREAS, Lower Township Fire District # 3 has agreed to provide additional services to the residents of the Diamond Beach Area of the Township and the Township of Lower has agreed to pay Fire District # 3 a yearly amount for said service as follows:

2017	\$ 11,250.00
2018	\$ 13,750.00
2019	\$ 18,750.00

; and

WHEREAS, each year of said agreement, Council will adopt a Resolution approving payment for current year and the CFO will certify that sufficient funds will be available in the that current year's budget.

Appropriation # 01-25-260-273

CFO Signature: _____
Lauren Read, CFO

WHEREAS, the Agreement is authorized by N.J.S.A. 40:8A-1 et seq..

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, in the County of Cape May, State of New Jersey, that year 2 of said agreement is hereby approved to be paid.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-53

Title: TRANSFER OF 2017 APPROPRIATIONS

WHEREAS, N.J.S.A. 40A: 4-59 provides for appropriation transfers during the first three months of the succeeding year when it has been determined that any appropriation reserve for the immediately preceding fiscal year is insufficient to pay the claims authorized or incurred during the preceding year, which were chargeable to said appropriation, and there is an excess in any appropriation reserve over and above the amount deemed to be necessary to fulfill its purpose.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following transfers totaling \$5,500.00 be made between the 2017 budget appropriation reserves:

LINE ITEM		ACCT. NUMBER	FROM	TO
COLLECTOR	OE	7-01-20-145-200	500.00	
STREET LIGHTING	OE	7-01-31-435-200	5,000.00	
COLLECTOR	S&W	7-01-20-145-100		500.00
ELECTRIC	OE	7-01-31-430-200		5,000.00
			5,500.00	5,500.00

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-54

Title: AUTHORIZATION FOR REFUND OF TAXES

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

WHEREAS, a refund is due.

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

<u>Block</u>	<u>Lot</u>	<u>Refund To</u>	<u>Reason</u>	<u>Tax</u>
266.03	4.02	Corelogic	exempt veteran	346.22

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

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

RESOLUTIUN #2018-55

Title: APPOINTMENT TO THE MUNICIPAL UTILITIES AUTHORITY BOARD

WHEREAS, John A Young was appointed to the Municipal Utilities Authority Board in 2016 and said appointment expires in February of 2022 and Mr. Young has tenured his resignation to the Board; and

WHEREAS, Council has reviewed all applications currently on file in the Clerk's office.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following individual is hereby appointed fill the vacancy created by Mr. Young's resignation to the Municipal Utilities Authority Board:

<u>NAME</u>	<u>TYPE</u>	<u>TERM EXP</u>
Marc Lambert	Regular Member	February, 2022

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

Res. # _____

Board/Comm./Auth. _____

RCVD JAN 9 '18

Term Exp. _____

Replaced _____ or Reappointed _____

TOWNSHIP OF LOWER
CITIZEN LEADERSHIP FORM

NAME MARC LAMBERT

CITY AND STATE CAPE MAY BEACH, NJ.

YEARS OF RESIDENCY IN TOWNSHIP 40 OCCUPATION SELF EMPLOYED BUSINESS OWNER

Please number in order of preference which ones you wish to be considered for.

- Cable Television Advisory Board
- Environmental Commission
- Historic Preservation Commission
- Citizen Advisory Board

- Municipal Utilities Authority
- Planning Board
- Recreation Advisory Board
- Zoning Board of Adjustment

I hereby apply to perform public service on the following municipal authority, boards or commissions. List any education, prior volunteer experience or work related experience, or other civic involvement which could be of use to the authority, board or commission you have listed above.

1. Lower twp. Republican Committee Member
2. Boy Scout TROOP LEADER
3. Owner of Several Successful Businesses
4. UNITED WAY EXECUTIVE BOARD member
5. VILLANOVA LAW student - political science Degree
6. PROUD FATHER OF 5 Children
7. LIVED AND WORKED IN THIS COMMUNITY FOR OVER 40 years

Date: 1/8/18 Signature:  (VALID FOR ONE YEAR FROM DATE OF RECEIPT)

Return to: Clerk's Office, 2600 Bayshore Road, Villas, NJ 08251

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

RESOLUTION # 2018-56

Title: AUTHORIZATION FOR THE PAYOUT OF ACCUMULATED SICK TIME

WHEREAS, the employees listed on the attached schedule have accrued sick time due from the Township and per the Township Employee Personnel Policy Manual and/or union contract, the Township will, at the employees request, annually buy back a maximum of five (5) days of unused sick leave in December of any year, from employees who have not used more than the amount of sick days as determined in the manual and/or union contracts; 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 2017 budget for Salaries and Wages.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that payment to the employees listed on the attached schedule not to exceed the amount of \$904.94 is authorized and chargeable to the 2017 Budget.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018.

Julie A Picard, Township Clerk

Budget Distribution	Employee	Hours	Hourly Rate	Total
Police	Jason Felsing	40	22.6236	\$904.94

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

ORDINANCE # 2018-02

AN ORDINANCE OF THE TOWNSHIP OF LOWER AMENDING ORDINANCE #2011-03;
AMENDING CHAPTER 340, FIRE PREVENTION, OF THE CODE OF THE TOWNSHIP OF LOWER

BE IT ORDAINED by the Township Council of the Township of Lower, in the County of Cape May, and the State of New Jersey that Ordinance #2011-03 and Chapter 340 of the Code of the Township of Lower, entitled Fire Prevention, shall be amended as follows:

SECTION 1. *Section 340-13 (B) Uses, (9) through (16) shall be replaced with:*

Total Gross Floor Area Including Basement (square feet)	Fees
0 to 1,000	\$110.00
1,001 to 2,000	\$120.00
2,001 to 3,000	\$130.00
3,001 to 4,000	\$140.00
4,001 to 5,000	\$145.00
5,001 to 6,000	\$155.00
6,001 to 7,000	\$160.00
7,001 to 7,500	\$180.00
7,501 to 8,000	\$215.00
8,001 to 9,000	\$240.00
9,001 to 9,500	\$265.00
9,501 to 10,500	\$300.00
10,501 to 11,500	\$330.00
11,501 to 12,000	\$340.00

For each additional 1,000 square feet or more, the registration fee is an additional \$30.00.

10. Eating and drinking establishments/assembly uses with less than 50 occupants, the fee shall be one hundred fifteen (\$115.00) dollars.
11. Hotels and motels with 100 rooms or less and not defined as life hazard uses, the fee shall be one hundred seventy-five (\$175.00) dollars.

12. Buildings for the purpose of amusement, entertainment, recreation, strip malls, shopping centers, and health spas, which are not defined as a life hazard use, the fee shall be one hundred eighty-five (\$185.00) dollars.
13. The fee for multi-dwelling units with three (3) dwelling units or more shall be eighty (\$80.00) dollars, and twenty-three (\$23.00) dollars for each additional dwelling unit.
14. For the sale of properties, the fee shall be one hundred twenty-five (\$125.00) dollars. This one hundred twenty-five dollar fee shall include only the sale of property inspection applications received in the Fire Bureau office more than 10 working days from the settlement date. All sale of property inspection applications received in the Fire Bureau office with less than 10 working days to settlement, the fee shall be two hundred fifty (\$250.00) dollars. For rental properties, the fee shall be one hundred twenty-five (\$125.00) dollars per unit. This one hundred twenty-five (\$125.00) dollar fee shall include only the rental of property inspection applications received in the Fire Bureau office more than 10 working days from the occupancy date. All rental property inspection applications received in the Fire Bureau office with less than 10 working days to occupancy, the fee shall be two hundred fifty (\$250.00) dollars. This shall also include campground and mobile home park rental units such as, but not limited to, houses, cabins and trailers that are used for dwelling purposes. R-3 uses shall be inspected upon sale of property, and rental properties on change of tenant for yearly rentals, and prior to June 1 for seasonal rentals. The seasonal rental period shall be from June 1 through September 30 of any given year. There shall be a penalty of not less than \$250.00 and not more than \$1,200.00 for any rental property not registered and inspected as required by this ordinance. The Bureau of Fire Safety shall, upon the sale of property and occupancy of a rental property including one and two-family dwelling, conduct a fire inspection prior to settlement and/or occupancy for the purpose of:
 - (a) Establishing that the occupancy has not been changed unless the structure has been upgraded to the new use as required under the New Jersey Administrative Code 5:23-2.6(b), change of use group.
 - (b) Ensuring that the property is in compliance with the New Jersey Uniform Fire Code N.J.A.C. 5:70-4.19 and other Fire Safety requirements.
 - (c) Ensuring that the required fire extinguisher is properly located within the property and is maintained as per National Fire Protection Association standard #10.
 - (d) Ensuring that any heat-producing device is inspected and certified safe by a professional prior to the Fire Bureau inspection.
 - (e) Ensuring that hood protection is being provided under combustible cabinets that are installed directly over cooking appliances.
15. Whenever it becomes necessary for the Bureau of Fire Safety to perform a re-inspection of a sale property or rental property for the same violation two (2) or more times, there shall be an additional re-inspection fee of sixty (\$60.00) dollars per re-inspection, commencing with the third re-inspection and each subsequent re-inspection thereafter.
16. All uses listed in the aforementioned schedule shall be inspected annually for compliance with the provisions of this Ordinance and the New Jersey Uniform Fire C, unless otherwise noted above.

SECTION 2. *Section 340-14; Fire Safety Permit Fees* is hereby amended to read as follows:

Type 1 Permit	\$ 70.00
Type 2 Permit	\$ 185.00
Type 3 Permit	\$ 355.00
Type 4 Permit	\$ 525.00

SECTION 3. *Repeal:* All other ordinances or sections of ordinances in conflict or inconsistent with this ordinance are hereby repealed to the extent of such conflict or inconsistency.

SECTION 4. *Severability:* In the event any section, paragraph, sentence, clause or phrase of this ordinance shall be declared unconstitutional or invalid for any reason, the remaining portions of the ordinance shall not be affected thereby and shall remain in full force and effect and, to this end, the provisions of this ordinance are hereby declared to be severable.

SECTION 5. *Effective date:* This ordinance shall become effective immediately upon final passage and publication, according to law.

Thomas Conrad, Councilmember

David Perry, Councilmember

Roland Roy, Councilmember

First Reading: Jan 17, 2018

Adoption:

Frank Sippel, Deputy Mayor

Attest:

Julie Picard, Township Clerk

Erik Simonsen, Mayor



BUREAU OF FIRE SAFETY - TOWNSHIP OF LOWER

Lower Township Recreation Center
2600 Bayshore Road
Villas, NJ 08251
Phone: (609) 889-0404
Fax: (609) 889-8876

Mailing Address:
2600 Bayshore Road
Villas, NJ 08251

THE BUREAU OF FIRE SAFETY IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY

Resolution # 17-03

Amending Ordinance #2011-03: "AN ORDINANCE AMENDING CHAPTER 340, FIRE PREVENTION, OF THE CODE OF THE TOWNSHIP OF LOWER

WHEREAS, pursuant to Ordinance No. 2010-07, the Township of Lower has set forth a system of enforcing the New Jersey Uniform Fire Safety Code within the Township of Lower through the Bureau of Fire Protection of Lower Township Fire Districts 1, 2 and 3; and

WHEREAS, the fee schedule has been previously determined and set in Ordinance #2011-03; and

WHEREAS, the Commissioners of Lower Township Fire Districts 1, 2 and 3 are desirous of making changes to the fee schedule.

NOW THEREFORE, BE IT RESOLVED by the Bureau of Fire Safety in the Township of Lower, County of Cape May, to amend Ordinance #2011-03 as per the schedule below:

Fees	Square Footage, Total Gross Floor Area Including Basement
\$110.00	0 to 1,000
\$120.00	1,001 to 2,000
\$130.00	2,001 to 3,000
\$140.00	3,001 to 4,000
\$145.00	4,001 to 5,000
\$155.00	5,001 to 6,000
\$160.00	6,001 to 7,000
\$180.00	7,001 to 7,500
\$215.00	7,501 to 8,000
\$240.00	8,001 to 9,000
\$265.00	9,001 to 9,500
\$300.00	9,501 to 10,500
\$330.00	10,501 to 11,500
\$340.00	11,501 to 12,000

For each additional 1,000 square feet or more, the registration fee is an additional \$30.00.

10. Eating and drinking establishments/assembly uses with less than 50 occupants, the fee shall be one hundred fifteen (\$115.00) dollars.
11. Hotels and motels with 100 rooms or less and not defined as life hazard uses, the fee shall be one hundred seventy-five (\$175.00) dollars.
12. Buildings for the purpose of amusement, entertainment, recreation, strip malls, shopping centers, and health spas, which are not defined as a life hazard use, the fee shall be one hundred eighty-five (\$185.00) dollars.
13. The fee for multi-dwelling units with three (3) dwelling units or more shall be eighty (\$80.00) dollars for the first unit, and twenty-three (\$23.00) dollars for each additional dwelling unit.
14. For the sale of properties, the fee shall be one hundred twenty-five (\$125.00) dollars. This \$125.00 fee shall include only the sale of property inspection applications received

in the Fire Bureau office more than 10 working days from the settlement date. All sale of property inspection applications received in the Fire Bureau office with less than 10 working days to settlement, the fee shall be two hundred fifty (~~\$250.00~~) dollars. For rental properties, the fee shall be one hundred fifteen (~~\$115.00~~) dollars per unit. This one hundred fifteen (~~\$115.00~~) dollar fee shall include only the rental of property inspection applications received in the Fire Bureau office more than 10 working days from the occupancy date. All rental property inspection applications received in the Fire Bureau office with less than 10 working days to occupancy, the fee shall be two hundred fifty (\$250.00) dollars. This shall also include campground and mobile home park rental units such as, but not limited to, houses, cabins and trailers that are used for dwelling purposes. R-3 uses shall be inspected upon sale of property, and rental properties on change of tenant for yearly rentals, and prior to June 1 for seasonal rentals. The seasonal rental period shall be from June 1 through September 30 of any given year. There shall be a penalty of not less than \$250.00 and not more than \$1,200.00 for any rental property not registered and inspected as required by this ordinance. The Bureau of Fire Safety shall, upon the sale of property and occupancy of a rental property including one and two-family dwellings, conduct a fire inspection prior to settlement and/or occupancy for the purpose of:

- (a) Establishing that the occupancy has not been changed unless the structure has been upgraded to the new use as required under the New Jersey Administrative Code 5:23-2.6(b), change of use group.
 - (b) Ensuring that the property is in compliance with the New Jersey Uniform Fire Code N.J.A.C. 5:70-4.19 and other Fire Safety requirements.
 - (c) Ensuring that the required fire extinguisher is properly located within the property and is maintained as per National Fire Protection Association standard #10.
 - (d) Ensuring that any heat-producing device is inspected and certified safe by a professional prior to the Fire Bureau inspection.
 - (e) Ensuring that hood protection is being provided under combustible cabinets that are installed directly over cooking appliances.
15. Whenever it becomes necessary for the Bureau of Fire Safety to perform a reinspection of a sale property or rental property for the same violation two (2) or more times, there shall be an additional reinspection fee of sixty (\$60.00) dollars per reinspection, commencing with the third reinspection and each subsequent reinspection thereafter.
16. All uses as listed in the aforementioned schedule shall be inspected annually for compliance with the provisions of this ordinance and the New Jersey Uniform fire code, unless otherwise noted above.

SECTION 340-14 of the Revised General Ordinances is hereby amended to read as follows:

Permits. Fire Safety permit fees shall be as follows:

- Type 1 Permit -- \$ 70.00
- Type 2 Permit -- \$185.00
- Type 3 Permit -- \$355.00
- Type 4 Permit -- \$525.00

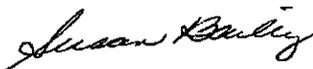
SECTION III. Repeal. All other ordinances or sections of ordinances in conflict or inconsistent with this ordinance are hereby repealed to the extent of such conflict or inconsistency.

SECTION IV. Severability. In the event any section, paragraph, sentence, clause or phrase of this ordinance shall be declared unconstitutional or invalid for any reason, the remaining portions of the ordinance shall not be affected thereby and shall remain in full force and effect and, to this end, the provisions of this ordinance are hereby declared to be severable.

SECTION V. Effective date. This ordinance shall become effective immediately upon final passage and publication, according to law.

CERTIFICATION

I, Susan D. Bailey, secretary of the Bureau of Fire Safety, in the Township of Lower, in the County of Cape May, hereby certify that the foregoing resolution was duly adopted by the Bureau of Fire Safety at a meeting held on December 20, 2017.



Secretary

This resolution was introduced by Commissioner Harron and it was seconded by Commissioner Robertson

RECORD OF VOTE:

HARRON:	<u> X </u>	YES;	<u> </u>	NO;	<u> </u>	NOT VOTING;	<u> </u>	ABSENT.
CONLEY:	<u> X </u>	YES;	<u> </u>	NO;	<u> </u>	NOT VOTING;	<u> </u>	ABSENT.
ROBERTSON:	<u> X </u>	YES;	<u> </u>	NO;	<u> </u>	NOT VOTING;	<u> </u>	ABSENT.

CLERK - December
Register Report - Last month
12/1/2017 through 12/31/2017

1/5/2018

Page 1

Date	Account	Description	Memo	Category	Amount
		INCOME			10,505.47
		Uncategorized			925.00
		Campgrounds & Trailers			50.00
		Copies & Postage			10.47
		Precious Metals			500.00
		Street Openings			850.00
		Taxi & Limo			160.00
		Towing			1,500.00
		VACANT PROPERTY REGISTRATION			6,500.00
		Yard Sales			10.00
		EXPENSES			200.00
		Business Mercantile 2017-2018			50.00
		Business Mercantile 2018-2019			150.00
		TRANSFERS			-10,705.47
		Council Checking			-10,705.47
				OVERALL TOTAL	0.00

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

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 12/01/2017 To 12/31/2017

January 10 , 2018 11:55:54AM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$825,161.00	Cubic Footage:	164353 Cu.ft	Permit Issued:	150
Cost Of Alteration:	\$1,559,200.00	Square Footage:	13826 Sq.ft	Updates Issued:	16
Cost Of Demolition:	\$6,700.00			All Fees Waived:	4
Total Cost:	\$2,391,061.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>		<u>ADMIN FEES</u>		<u>WAIVED FEES</u>		<u>TOTAL FEES</u>	
Building:	\$32,654.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$32,654.00
Electrical:	\$13,537.00	Electrical:	\$0.00	Electrical:	\$58.00	Electrical Fees:	\$13,479.00
Fire :	\$5,300.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$5,300.00
Plumbing:	\$8,708.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$8,708.00
Elevator:	\$322.00	Elevator:	\$0.00	Elevator:	\$322.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$380.00	Technical Fees:	\$60,141.00

<u>DCA</u>	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$611.00	\$0.00	\$611.00
Alteration Training Fee:	\$2,971.00	\$76.00	\$2,895.00
DCA Minimum Fee:	\$20.00	\$1.00	\$19.00
Sub total Training Fee:	\$3,602.00	\$77.00	\$3,525.00

TECHNICAL ISSUES

Building Technical:	88
Electrical Technical:	92
Fire Protection Technical:	38
Plumbing Technical:	73
Elevator Technical:	2
Mechanical Technical:	

CERTIFICATE ISSUES

Certificate of Occupancy:	1
Certificate of Approval:	39
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$60,141.00
DCA FEES:	\$3,525.00
CERTIFICATE FEES:	\$1,839.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$65,505.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$65,505.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 12/01/2017 To 12/31/2017

January 10, 2018 12:07:13PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$1,506.00	\$63,999.00	\$0.00	\$65,505.00
CÓPIES	Sub Totals:	\$35.00	\$0.00	\$0.00	\$35.00
LICENSE FEES	Sub Totals:	\$0.00	\$100.00	\$0.00	\$100.00
GRAND TOTALS:		\$1,541.00	\$64,099.00	\$0.00	\$65,640.00

Construction Permit Activity Report

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$528,800.00	Cubic Footage:	103141 Cu.ft	Permit Issued:	13
Cost Of Alteration:	\$112,602.00	Square Footage:	8635 Sq.ft	Updates Issued:	1
Cost Of Demolition:	\$0.00			All Fees Waived:	0
Total Cost:	\$641,402.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>		<u>ADMIN FEES</u>		<u>WAIVED FEES</u>		<u>TOTAL FEES</u>	
Building:	\$7,458.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$7,458.00
Electrical:	\$1,969.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$1,969.00
Fire :	\$2,670.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$2,670.00
Plumbing:	\$4,401.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$4,401.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$0.00	Technical Fees:	\$16,498.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$383.00	\$0.00	\$383.00
Alteration Training Fee:	\$214.00	\$0.00	\$214.00
DCA Minimum Fee:	\$0.00	\$0.00	\$0.00
Sub total Training Fee:	\$597.00	\$0.00	\$597.00

TECHNICAL ISSUES

Building Technical:	12
Electrical Technical:	9
Fire Protection Technical:	7
Plumbing Technical:	7
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$1,876.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$1,876.00

CERTIFICATE ISSUES

Certificate of Occupancy:	2
Certificate of Approval:	5
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$16,498.00
FEES:	\$597.00
CERTIFICATE FEES:	\$1,876.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$18,971.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$18,971.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 12/01/2017 To 12/31/2017

January 10, 2018 12:08:56PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
LICENSE FEES	Sub Totals:	\$0.00	\$300.00	\$0.00	\$300.00
PERMIT FEES	Sub Totals:	\$0.00	\$18,971.00	\$0.00	\$18,971.00
GRAND TOTALS:		\$0.00	\$19,271.00	\$0.00	\$19,271.00

2018 Dog Report

January	\$1916.40
February	\$1004.40
March	\$685.80
April	\$519.00
May	\$589.20
June	\$499.80
July	\$362.40
August	\$269.60
September	\$206.80
October	\$205.80
November	\$260.80
December	\$637.40
Total	\$7,157.40

**2017 CASH RECEIPTS
DECEMBER**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	YEAR TO DATE
Receipts		
Preliminary taxes (2018)	2,255,913.70	3,151,145.24
Current year taxes (2017)	839,654.38	61,020,750.32
Prior year taxes (2016)	3,995.10	793,996.58
Arrears (2015)	3,739.80	3,989.80
ARREARS 2014	3,866.30	3,866.30
State Audit Payback		1,000.00
Municipal lien		32,149.48
Recording		146.00
Bankruptcy		1,719.74
6% Penalty		4,061.78
Municipal Service Fees	3,000.00	73,500.00
Tax Search Fees		10.00
Interest	26,712.02	183,999.51
Lot clearing	775.00	13,949.00
Returned Check Fees	40.00	460.00
Duplicate Bills	40.00	1,145.00
Trash	12,974.00	82,849.50
Tax sale cost		3,978.99
MUA		50,789.37
TOTAL DEPOSITS	3,150,710.30	65,423,506.61
DEPOSITED TO COUNCIL CHECK	2,606,418.33	61,825,348.82
DEPOSITED TO WIPP ACCOUNT	544,291.97	3,598,157.79
TOTAL DEPOSITS	3,150,710.30	65,423,506.61
NSF Reversals		69,978.21
WIPP NSF Reversals	1,556.34	32,035.14
TOTAL	3,149,153.96	65,321,493.26

Prepared by Kathy Brown

**2017 DECEMBER
VITAL STATISTICS**

Marriages,Civil Unions	3
Domestic Partners	0
Ceritified Copies	171
Certified Copies EDRS	0
Burial Permits	0

Marriages, Civil Unions State	\$75.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$9.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,710.00
Certified Copies EDRS	\$0.00

Burial Permits State	\$0.00
Burial Permits Twp	\$0.00

TOTAL	\$1,794.00
--------------	-------------------

2017 YEAR END VITAL

<u>MONTH</u>	<u>STATE</u>	<u>TOWNSHIP</u>	<u>TOTAL</u>
January	\$200.00	\$2,464.00	\$2,664.00
February	\$150.00	\$2,128.00	\$2,278.00
March	\$425.00	\$2,721.00	\$3,146.00
April	\$425.00	\$1,021.00	\$1,446.00
May	\$450.00	\$2,054.00	\$2,504.00
June	\$375.00	\$2,625.00	\$3,000.00
July	\$550.00	\$1,546.00	\$2,096.00
August	\$425.00	\$2,961.00	\$3,386.00
September	\$450.00	\$2,574.00	\$3,024.00
October	\$325.00	\$2,059.00	\$2,384.00
November	\$250.00	\$1,110.00	\$1,360.00
December	\$75.00	\$1,719.00	\$1,794.00
TOTAL	\$4,100.00	\$24,982.00	\$29,082.00

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

RESOLUTION # 2018-57

Title:

A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12

WHEREAS, the Township Council of the Township of Lower is subject to certain requirements of the Open Public Meetings Act, N.J.S.A 10:4-6, et seq.; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Lower to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

_____ (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

_____ (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

_____ (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information, relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

_____ (4) Matters Relating to Collective Bargaining Agreement: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

_____ (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

_____ (6) Matters relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

 X (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. **INDENIFICATION OF APPOINTEE**

 X (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. **PERSONNEL ISSUE**

_____ (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss if a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Township council of the Township of Lower, assembled in public session on January 17, 2018 that an Executive Session closed to the public shall be held on this date at approximately _____ P.M. in the Conference Room of the Township Hall, 2600 Bayshore Road, Villas for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Council that the public interest will no longer be served by such confidentiality.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on January 17, 2018

Julie A Picard, Township Clerk