

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL
May 6, 2019 - 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 April 15, 2019
Approval of Closed Session Minutes - April 15, 2019
Res. #2019-160 Payment of Vouchers \$2,041,504.50
Res. #2019-161 Authorization for the Payout of Accumulated Compensatory Time (K.Black \$1,198.80)
Res. #2019-162 Reappointment to the Historic Preservation Commission (P.Tell)
Res. #2019-163 Approving a Professional Service Contract with Michael Calafati Architect, LLC for the Judge Nathaniel Foster House (\$51,800)
Res. #2019-164 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Warming Center \$20,000)
Res. #2019-165 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Body Armor \$4,776.94)
Res. #2019-166 Approval of Change Order #1 to Resolution #2018-162; Award of Roseann Avenue Roadway and Utility Improvements Project (Agate Construction., Inc); Authorizing Installation of Conduit; and Extension of Six (6) Calendar Days (\$30,000)
Res. #2019-167 Bid Acceptance and Contract Award for Re-plastering and Repair of Community Swimming Pool (All State Technology Inc. \$37,000)
Res. #2019-168 Resolution Rescinding Resolution #2018-324; Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159
Res. #2019-169 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (Bulletproof Vest Partnership 2018 \$5,587.50)
Res. #2019-170 Authorization for Refund of Taxes (2 properties \$1,542.08)
Res. #2019-171 2018 Capital Budget Amendment
Ordinance #2019-07 An Ordinance Amending Ordinance #2013-01; Police Department, of the Code of the Township of Lower – 1975, As Amended, Amending Article 1, Subsection 90-1 – This is the first reading of this Ordinance. The 2nd reading and public hearing of this Ordinance has been scheduled for May 20, 2019
Ordinance #2019-08 An Ordinance Amending Chapter 67, Municipal Utilities Authority of the Code of the Township of Lower - This is the first reading of this Ordinance. The 2nd reading and public hearing of this Ordinance has been scheduled for May 20, 2019
Ordinance #2019-09 Bond Ordinance Amending And Supplementing Bond Ordinance #2015-10 (Drainage and Stormwater Management Improvements and Associated Road Work to Roseann Avenue and Bayshore Estates) Finally Adopted by the Township Council on October 19, 2015, as Previously Amended and Supplemented, to Amend the Description Therein, to Increase the Appropriation Therein by \$4,100,000, to Increase the Authorization of Bonds or Notes Therein by \$3,900,000 to Finance Part of the Costs Thereof and to Cancel and Declare Null and Void Bond Ordinance #2018-18

Regular Agenda

- Res. #2019-172 Authorizing the Payment of Vouchers (D.Perry Contractual Reimb \$464.50)

Manager's Report

Administrative Reports

Treasurer Monthly/Treasurer – 1st Quarter Report

Council Comments

Call to the Public

Closed Session

- Res. #2019-173 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. **Attorney/Client Privilege**

Adjournment

COUNCIL MEETING MINUTES – April 15, 2019

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on April 15, 2019 at 7:00 p.m. in the meeting room of the Township Hall, 2600 Bayshore Road, Villas, New Jersey.

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

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

Councilmember Thomas Conrad
 Councilmember David Perry
 Deputy Mayor Frank Sippel
 Mayor Erik Simonsen

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

Work Session

Proclamation - Alcohol Awareness Month

Mayor Simonsen read a proclamation proclaiming April as Alcohol Awareness Month in Lower Township.

Consent Agenda

Approval of Minutes – April 1, 2019

Res. #2019-145 Payment of Vouchers \$477,198.72

Res. #2019-146 A Resolution Awarding a Contract to Cape Mining and Recycling LLC for the Removal and Disposal of Wood Chips Located at the Municipal Utilities Authority On An As-Needed Basis

Res. #2019-147 A Resolution Requesting Release of a Performance Guarantee for North Cape May WAWA; Block 499.02, Lot 33.01; Escrow #Z08-06-01 (\$5,000)

Res. #2019-148 A Resolution Approving the Submittal of an Application with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust

Res. #2019-149 Issuance of Ice Cream Salesman License for the Year 2019 (D.Montgomery – Mr. Softee)

Res. #2019-150 A Resolution Referring A Proposed Rehabilitation Area Designation of Block 410.01, Lots 82,83,84 & 87.01 in the Township of Lower, County of Cape May, to the Lower Township Planning Board

Res. #2019-151 Authorization for Refund of Taxes (4 properties)

Res. #2019-152 Approval of Change Order #1 to Resolution #2018-115; Rutala Associates Consulting Services for Grants Consulting Services (\$5,000)

Res. #2019-153 A Resolution of the Township of Lower Consenting to the Vacation of Fish Dock Road, A County Road, Located Within the Township of Lower

Res. #2019-154 Issuance of 2019 Taxi and Operator Licenses (Aarts Trans)

Res. #2019-155 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (New Jersey Historic Trust, \$38,850.00)

Res. #2019-156 Approval of Change Order #1 to Resolution #2018-197; Mott MacDonald, for Roseann Avenue/Bayshore Estate Drainage and Stormwater Management Improvements Project – Phase III (\$2,700)

Res. #2019-157 Approving a Professional Service Contract with Mott MacDonald for Coordination of Services of a NJDOT Grant (\$160,000) for the Roseann Avenue Roadway and Utility Improvement Project Phase III (\$6,700)

Councilmember Conrad noted that Resolution #2019-155 is the first step to the Foster House remediation.

On the Consent:

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

Regular Agenda

Res. #2019-158 Payment of Voucher – Lower Township Rescue Squad \$1200.00

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

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

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

Manager's Report

Manager Ridgway gave an update on the Spring Recreation programs.

Engineer's Report

Mark Sray gave an update on the current engineering projects in the Township including the Roseann Ave. Roadway and Utility Improvements, Roseann Ave. Phase 3, Beach Access Improvements, Recreation Center Restrooms Upgrade, Emergency Repair to Pipeline on Clubhouse Drive, Mulligan Field Renovations, and Stormwater Pollution Prevention Plan.

Manager Ridgway communicated interest in signage for the smoking ban on the beach.

Administrative Reports

Monthly Reports – Clerk, Construction, Dog, Tax, Vital
Zoning Board Variance Report

Council Comments

Councilmember Conrad – no comments

Councilmember Perry expressed favor with the progress on Roseann Avenue.

Mark Sray added a brief update about millings on Roseann Avenue.

Deputy Mayor Sippel – no comments

Mayor Simonsen commented in favor of the work on Roseann Avenue. He announced upcoming events including: the Easter Egg Hunt, Arbor Day, and Township Shred Day. He also reminded about dog licenses and leash laws. He spoke of the success of Little League Opening Day.

Call to the Public

Eileen Kreis, Villas, shared about the loss of Dr. Derek Nelson and Nicholas Dimona III and requested that they be kept in memory and prayer.

Closed Session

Res. #2019-159 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. **Attorney-Client Privilege**

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

Council adjourned to Closed Session at 7:21 p.m.

Council returned to Open Session at 8:22 p.m.

Adjournment

There being no further business to address, motion to adjourn moved by Deputy Mayor Sippel, seconded by Mayor Simonsen. Motion to adjourn was unanimous. Meeting adjourned at 8:23 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00784	CAPE MAY STAR & WAVE		Continued					
	19-01245	04/30/19	LEGAL PUBLICATION 4/24/19	Open	23.56	0.00		
					151.90			
00786	HAROLD CARTY							
	19-01182	04/23/19	CONTRACTUAL REIMBURSEMENT M	Open	1,784.00	0.00		
00940	COASTAL BROADCASTING*							
	19-01161	04/16/19	B-BALL SPONSOR 1/21-2/25/19	Open	375.00	0.00		
01075	COPIERS PLUS*							
	19-01207	04/26/19	2/25/19-2/24/20 50k BW COPIES	Open	875.00	0.00		
01170	VERIZON WIRELESS* F/S							
	19-01127	04/11/19	FIRE SAFETY CELL 2/27-3/26/19	Open	52.71	0.00		
01171	VERIZON WIRELESS - TOWNHALL							
	19-01248	05/01/19	3/24-4/23/19 PHONE 622310837	Open	514.00	0.00		
01200	DELTA DENTAL PLAN OF NJ							
	19-01203	04/25/19	APRIL 2019 ADMIN 9427	Open	1,303.20	0.00		
	19-01254	05/02/19	APRIL 2019 CLAIMS 9427	Open	9,797.80	0.00		
					11,101.00			
01241	BRIAN MCEWING							
	19-00951	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	150.00	0.00		
01340	EAGLE POINT GUN*							
	19-00837	03/21/19	AMMO	Open	3,419.00	0.00		
01502	PAMELA FELDER							
	19-00349	01/29/19	CONTRACTUAL REIMBURSEMENT M	Open	480.52	0.00		
01577	MIKE FLINN**							
	19-01177	04/18/19	SPRING SEASON 2019 JUDO	Open	800.00	0.00		
01590	FORD, SCOTT & ASSOCIATES*							
	19-00049	01/04/19	RES2019-03 AUDITOR DNE \$40,000	Open	7,000.00	0.00		
01641	GALL'S INC*							
	18-03175	12/03/18	PATROL SUPPLIES	Open	2,810.00	0.00		
01643	WILLIAM GALESTOK							
	19-01186	04/23/19	CONFERENCE 4/16-4/18/19	Open	30.00	0.00		
01655	GANN LAW BOOKS*							
	19-00912	03/29/19	GANN LAW BOOK	Open	146.00	0.00		
01657	GOPHER SPORT*							
	19-00921	03/29/19	VOLLEYBALLS	Open	280.10	0.00		
01730	GTBM INC.*							
	19-01045	04/04/19	AVL MAINT CONTRACT 5/19 - 5/20	Open	1,920.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01734 CHURCH'S SEASHORE NURSERY INC*	19-01118	04/11/19	REPAIR SPRINKLER-BENNETTS	Open	400.00	0.00		
01751 GRINDER WEAR PARTS, INC	19-00748	03/14/19	BITS FOR TUB GRINDER	Open	2,071.55	0.00		
01806 ANTHONY J HARVATT, II, ESQ	19-00800	03/21/19	BOARD SOLICITOR SALARY	Open	625.00	0.00		
01824 ROBERT J. HERITAGE	19-00224	01/15/19	CONTRACTUAL REIMBURSEMNT M	Open	13.80	0.00		
01873 HOME DEPOT*	19-00707	03/07/19	CARPET TILE	Open	246.12	0.00		
	19-00990	04/01/19	45 GALLON REFUSE CAN	Open	<u>47.92</u>	0.00		
					294.04			
02025 HUNTER JERSEY PETERBILT*	19-00862	03/22/19	PARTS FOR TRUCKS/	Open	647.35	0.00		
	19-00863	03/22/19	PARTS FOR TRUCKS/APRIL	Open	885.00	0.00		
	19-00915	03/29/19	PARTS FOR VEHICLES	Open	<u>2,972.87</u>	0.00		
					4,505.22			
02027 JESCO INC*	19-00989	04/01/19	DPW BACKHOE	Open	187.98	0.00		
02100 CLAUDIA KAMMER	19-01181	04/23/19	CONTRACTUAL REIMBURSEMENT M	Open	925.00	0.00		
02108 KEEN COMPRESSED GAS CO*	19-00358	01/30/19	BOTTLED GAS FOR DPW/FEB.	Open	222.18	0.00		
02140 KINDLE FORD LINC/MERC., INC.*	19-00844	03/22/19	PARTS FOR VEHICLES/APRIL	Open	4.46	0.00		
02247 LAWSON PRODUCTS, INC.*	19-00855	03/22/19	SUPPLIES FOR GARAGE/FEB.CONT	Open	699.82	0.00		
	19-00856	03/22/19	SUPPLIES FOR DPW GARAGE/MARCH	Open	<u>700.00</u>	0.00		
					1,399.82			
02441 ERNEST MACOMBER	19-01244	04/30/19	CONTRACTUAL REIMBURSEMENT M	Open	1,460.70	0.00		
02538 MARSH & MCLENNAN AGENCY, LLC*	19-00052	01/04/19	DNE\$26,674.08 BROKER	Open	2,222.84	0.00		B
02725 THOMAS MILLS	19-01130	04/12/19	1HR INSPECTION 4/11/19	Open	28.03	0.00		
03008 NJ DEPT OF TREASURY/FEES	19-00578	02/25/19	CLASS B MONITORING FEE	Open	2,282.50	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03021 NJ MOTOR VEHICLE COMMISSION	19-01240	04/30/19	TRANSFER TITLE- NEW TRUCK	Open	60.00	0.00		PC1
03026 NJ STATE HEALTH BENEFITS	19-01252	05/01/19	MAY 2019 BENEFITS ID 024700	Open	68,251.46	0.00		
	19-01253	05/01/19	MAY 2019 ACTIVE 024700	Open	<u>189,289.06</u>	0.00		
					257,540.52			
03086 NJ STATE ASSN CHIEFS OF POL*	19-00251	01/17/19	CONFERENCE- 4/8/19 - 4/12/19	Open	1,900.00	0.00		
	19-01102	04/09/19	ACCREDITATION / RE-ACCRED	Open	<u>1,667.00</u>	0.00		
					3,567.00			
03158 NYSCA*	19-00914	03/29/19	RENEWAL OF COACHES -SPRINGSOCC	Open	120.00	0.00		
	19-01022	04/02/19	SOCCER COACHES RENEWALS	Open	<u>40.00</u>	0.00		
					160.00			
03280 PARAMOUNT SANITARY SUPPLY*	19-00996	04/01/19	CASES OF TOILET PAPER-BUILDING	Open	267.90	0.00		
03305 PEDRONI FUEL*	19-01198	04/24/19	NO LEAD GAS	Open	697.60	0.00		
03350 MICHAEL PERRY	18-00829	03/27/18	2018 EQUIP. ALLOWANCE	Open	47.00	0.00		
	19-00957	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	<u>107.00</u>	0.00		B
					154.00			
03387 POGUE INC. *	19-01104	04/10/19	CONTROLLED SUBSTANCES TEST	Open	150.00	0.00		
03449 EUROFINS QC INC*	19-01160	04/16/19	RETENTION POND SAMPLES	Open	558.75	0.00		
03460 V.E. RALPH & SON, INC.*	19-01001	04/01/19	AED DEFIBRILATOR PADS	Open	541.50	0.00		
	19-01002	04/01/19	STREAMLIGHT FLASHLIGHTS	Open	<u>1,439.50</u>	0.00		
					1,981.00			
03518 RIGGINS, INC.*	19-01134	04/12/19	DIESEL	Open	555.24	0.00		
	19-01145	04/16/19	OFF HIGHWAY DIESEL	Open	1,155.71	0.00		
	19-01241	04/30/19	HIGHWAY DIESEL	Open	<u>238.78</u>	0.00		
					1,949.73			
03537 RUTGERS, THE STATE UNIVERSITY*	19-00682	03/06/19	PUBLIC PURCHASING1 DAWN BAILEY	Open	977.00	0.00		
03573 SAFETY-KLEEN CORP*	19-00354	01/30/19	EQUIP. MAINTENANCE	Open	492.40	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03611 SERVICE TIRE TRUCK CENTERS*								
	19-00846	03/22/19	TIRES/RDS/SANT/RECY/DPW/MARCH	Open	3,166.35	0.00		
	19-00847	03/22/19	RDS/TIRES/SMAT/RECU/DPW/APRIL	Open	5,984.75	0.00		
					<u>9,151.10</u>			
03733 JAMES D. STRICKLAND								
	19-01243	04/30/19	CONTRACTUAL REIMBURSEMENT M	Open	1,566.00	0.00		
03904 LOWE'S HOME CENTER INC*								
	19-00287	01/23/19	SUPPLIES/DPW/BLDG/FEB	Open	155.01	0.00		
	19-00798	03/21/19	SHARP MICROWAVE	Open	59.99	0.00		
	19-00852	03/22/19	MATERIAL/SUPPLIES/TWP/MARCH	Open	68.64	0.00		
	19-00853	03/22/19	SUPPLIES/MATERIALS/TWP/APRIL	Open	209.73	0.00		
					<u>493.37</u>			
03954 VAN NOTE-HARVEY ASSOCIATES*								
	17-02751	10/25/17	RES 2017-281 TAX MAP	Open	5,694.75	0.00		B
03969 VERIZON								
	19-01190	04/23/19	4/13-5/12/19 LANDLINES	Open	250.23	0.00		
03985 VILLAS NAPA AUTO PARTS								
	19-00816	03/21/19	MATERIALS FOR TRUCKS/MARCH	Open	3,561.34	0.00		
03994 MARGARET VITELLI								
	19-01312	05/03/19	RUTGERS PURCHASING CONF	Open	88.00	0.00		
04037 DOUGLASS WHITTEN								
	18-00838	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
04075 BARBER CONSULTING SERVICES LLC								
	19-01217	04/29/19	2019 ENDPOINT PROTECTION	Open	1,719.51	0.00		
04085 CHRISTOPHER WINTER (EMPLOYEE)								
	19-01224	04/29/19	CONTRACTUAL REIMBURSEMENT M	Open	116.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*								
	19-01139	04/15/19	MEDICAL CABINET MAINT.	Open	12.58	0.00		
04327 SHI INTERNATIONAL CORP*								
	19-00841	03/21/19	ANNUAL RMS MAINTENANCE	Open	6,900.00	0.00		
5053 ANTHONY GRETO								
	19-01251	05/01/19	INCIDENT REIMBURSEMENT 4/18/19	Open	289.90	0.00		
5064 JOHN ARMBRUSTER								
	18-00801	03/27/18	2018 EQUIP. ALLOWANCE	Open	150.00	0.00		
	19-00927	03/29/19	2019 EQUIPMENT ALLOWANCE	Open	150.00	0.00		
					<u>300.00</u>			
6059 USABLE LIFE								
	19-01184	04/23/19	MAY 2019 50018426-0001 #1	Open	620.21	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
6082 DENNIS COTTER	19-01144	04/15/19	LACROSSE OFFICIAL	Open	75.00	0.00		
7037 ROBERT KING	19-01143	04/15/19	LACROSSE OFFICIAL	Open	60.00	0.00		
7079 SUBURBAN PROPANE L P*	19-01146	04/16/19	PROPANE- CLEM MULLIGAN PARK	Open	148.83	0.00		
	19-01194	04/24/19	PROPANE-FREEMAN DOUGLASS PARK	Open	19.10	0.00		
					167.93			
7092 TREASURER, STATE OF NEW JERSEY	19-01163	04/17/19	LIFE HAZARD BFCE REG RENEWAL	Open	1,414.00	0.00		
7098 SHORE VETERINARIAN ANIMAL *	19-00053	01/04/19	LOWER ANIMAL CONTROL DNE \$54K	Open	4,500.00	0.00		B
7119 ENGINEERING DESIGN ASSOC*	18-03249	12/11/18	VILLAGE ROAD PROJ RES 2018-361	Open	8,315.42	0.00		B
	19-00359	01/30/19	RES 18-326 SCHELLENGERS LNDG	Open	1,267.50	0.00		B
					9,582.92			
7196 LAUREN HUGGINS SUIT*	19-00032	01/04/19	2019 DNE 12,900.00	Open	1,075.00	0.00		B
7199 STAPLES CREDIT PLAN-INSTORE PU	19-00623	02/27/19	PAPER	Open	409.90	0.00		
	19-00823	03/21/19	OFFICE SUPPLIES/DPW	Open	227.94	0.00		
	19-00873	03/22/19	COPY PAPER/TOWNHALL	Open	375.48	0.00		
	19-01090	04/09/19	OFFICE SUPPLIES	Open	104.70	0.00		
	19-01120	04/11/19	OFFICE SUPPLIES	Open	117.53	0.00		
	19-01123	04/11/19	SELF INKING DATE STAMP	Open	64.99	0.00		
					1,300.54			
7241 SKIP HOPPING	19-01142	04/15/19	LACROSSE OFFICIAL	Open	90.00	0.00		
7257 SHORE GUYS HEATING & AIR COND*	19-01092	04/09/19	REPAIR LEAKY CEILING-BATHROOM	Open	110.42	0.00		
7335 MAIL FINANCE/NEOPOST	19-01176	04/18/19	POSTAGE 2/17/19-5/16/19	Open	1,890.00	0.00		
7362 NEOPOST USA INC.	19-00745	03/13/19	POSTAGE SUPPLIES	Open	183.00	0.00		
7378 TONY PROCOPIO	19-01147	04/16/19	LACROSSE OFFICIAL	Open	60.00	0.00		
7475 SUZANNE M SCHEID	19-01183	04/23/19	CONTRACTUAL REIMBURSEMENT M	Open	149.10	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7475 SUZANNE M SCHEID								
	19-01196	04/24/19	CONTRACTUAL REIMBURSEMENT M	Open	55.00	0.00		
					204.10			
7478 WINDSTREAM COMMUNICATION INC*								
	19-01261	05/02/19	INV 4/29/19	Open	2,994.77	0.00		
7507 STEFANKIEWICZ & BELASCO LLC								
	19-00046	01/04/19	RES 2019-01 DNE 28,000	Open	2,333.33	0.00		B
7508 BLANEY & KARAVAN PC*								
	19-00050	01/04/19	RES#2019-05 PROSECUTOR DNE\$40K	Open	3,333.33	0.00		B
7618 MEGONIGAL ELECTRIC LLC*								
	19-01091	04/09/19	INSTALL DATA CABLES/GENERATOR	Open	2,645.00	0.00		
7636 MOTT MACDONALD LLC*								
	16-02312	08/29/16	ENGINEERING FOR ROSEANN AVE	Open	50,757.50	0.00		B
	19-01178	04/23/19	PROFESSIONAL ENGINEERING	Open	4,131.65	0.00		
					54,889.15			
7637 BUCKLEY CABLE COMPANY								
	18-03414	12/28/18	RETURN ESCROW 11/15-11/19/18	Open	860.00	0.00		
7714 MACH JACKSON								
	19-01141	04/15/19	LACROSSE OFFICIAL	Open	120.00	0.00		
7759 DOG WASTE DEPOT*								
	19-00910	03/29/19	DOGGIE BAGS FOR TOWNSHIP	Open	398.97	0.00		
7836 AXON ENTERPRISE, INC*								
	19-00832	03/21/19	DATAPORT KIT	Open	200.00	0.00		
7929 AMAZON CAPITAL SERVICES, INC								
	19-00624	02/27/19	SUPPLIES	Open	266.48	0.00		
	19-00988	04/01/19	SUPPLIES	Open	481.33	0.00		
	19-01070	04/08/19	OFFICE SUPPLIES	Open	73.75	0.00		
	19-01133	04/12/19	PARTS FOR LEAF TRUCK	Open	46.50	0.00		
	19-01136	04/12/19		Open	125.35	0.00		
	19-01169	04/17/19	SUPPLIES	Open	583.21	0.00		
	19-01191	04/23/19	OFFICE SUPPLIES-TREASURER	Open	15.14	0.00		
	19-01199	04/24/19	OFFICE SUPPLIES	Open	25.49	0.00		
					1,617.25			
7937 TONI WALLACE								
	19-01220	04/29/19	REIMBURSEMENT FOR CAKE 3/26/19	Open	68.99	0.00		
8022 AMBER LAUBACH								
	19-01117	04/11/19	REFUND PIANO 3/13/19	Open	40.00	0.00		
8023 CONSTELLATION NEW ENERGY INC								
	19-01221	04/29/19	3/16-4/15/19 CONST ENERGY	Open	3,553.90	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
8035 LANGUAGE LINE SERVICES INC	19-01074	04/08/19		Open	78.43	0.00		
8044 STEVE RATTY	19-01124	04/11/19	SOCCER OFFICIAL	Open	35.00	0.00		
8081 UGI ENERGY SERVICES	19-01304	05/02/19	ENERGY 2/15-3/19/19	Open	3,044.37	0.00		
	19-01305	05/02/19	ENERGY 3/18-4/16/19	Open	<u>1,620.48</u>	0.00		
					4,664.85			
8087 COOL POOLS CONSTRUCTION LLC	19-01131	04/12/19	CHECK LEAK DETECTION - POOL	Open	525.00	0.00		
8088 PATRICIA CALFINA	19-01222	04/29/19	CONTRACTUAL REIMBURSEMENT M	Open	720.00	0.00		
8208 GUARDIAN DOCUMENT DESTRUCTION*	19-01202	04/25/19	4/22/2019 SHREDDING	Open	48.00	0.00		
BLAUE BLAUER ASSOCIATES INC*	15-01940	07/22/15	RES#2015-214 2016 SMALL CITIES	Open	270.00	0.00		B
CARROT CARROT-TOP INDUSTRIES, INC*	19-00920	03/29/19	FLAGS AND ROPE-TOWNSHIP BUILDI	Open	1,077.36	0.00		
GRIFFI GRIFFIN AUTO-MANUAL SALES, INC*	19-01043	04/04/19	ON LINE RENEWAL 2019	Open	2,975.00	0.00		
SEAGE SEAGEAR MARINE SUPPLY*	19-01069	04/08/19	TRASH TRUCK WENCH CABLES	Open	85.30	0.00		
WELLF WELLS FARGO	19-01306	05/02/19	4/17/19 REFUND B496.02 L2	Open	694.60	0.00		
	19-01307	05/02/19	4/17/19 REFUND B 643 L 9	Open	<u>847.48</u>	0.00		
					1,542.08			
Total Purchase Orders: 152				Total P.O. Line Items: 0	Total List Amount: 2,014,549.68	Total Void Amount: 0.00		

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

RESOLUTION #2019- 160

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>CK #</u>	<u>Amount</u>
STATE OF NJ ENVIROMENTAL SERVICES	ROSEANNE AVE PERMIT	64675	\$850.00
STATE OF NEW JERSEY	1 ST QTR UNEMPLOYMENT	3083	\$26,104.82

TOTAL Manual Checks \$26,954.82

TOTAL Computer Generated \$2,014,549.68

TOTAL BILL LIST \$2,041,504.50

	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 MAY 06, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION # 2019-161

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 Kaitlin Black in the amount of \$1,198.80 is authorized and chargeable to the 2019 Budget account 9-01-25-240-122.

	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 May 6, 2019.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief Mastriana
FROM: Ptl. Kaitlin Black
DATE: April 14, 2019
SUBJECT: Comp Time Sell Back

Chief Mastriana,
I am respectfully requesting to cash out 40 hours of comp time. Thank you in advance for your consideration in this matter.

Respectfully Submitted,

Kaitlin Black #192
Kaitlin Black
Patrolman Badge 192

0* *
20.97 x
40 =
7198.80 **

C File

Date	Officer	Comments
4-15-19	L.T. Valente	#192 FWD to Chief
4-15-19	Capt. MGS	FWD to chief + Twp

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

RESOLUTIUN #2019-162

Title: REAPPOINTMENT TO THE HISTORIC PRESERVATION COMMISSION

WHEREAS, Pary Tell has been a member of the Historic Preservation Commission since its re-establishment on September 9, 2015 when she was appointed for an initial term of 4 years; which should have expired on September 30, 2019, but because of a typographical error, expired on September 30, 2018; and

WHEREAS, Pary has requested to be reappointed to the Commission and Lower Township Council has reviewed her application.

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 appointment be made:

<u>NAME</u>	<u>TYPE</u>	<u>CLASS</u>	<u>TERM EXP</u>
Pary Tell	Regular Member	Class B	Sept 30, 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 May 6, 2019.

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 PARY TELL

RCVD APR 25 '19

CITY AND STATE ERMA NJ

YEARS OF RESIDENCY IN TOWNSHIP 45 OCCUPATION RETIRED

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.

B.A. - HUMANITIES WITH ADDITIONAL COURSE WORK IN AMERICAN HISTORY
FORMER DIRECTOR/CURATOR CAPE MAY COUNTY MUSEUM
FORMER DIRECTOR - CAPE MAY COUNTY DIVISION OF CULTURE & HERITAGE
WROTE SUCCESSFUL GRANT APPLICATIONS TO THE NJ HISTORICAL
COMMISSION & PRESERVATION TRUST
CERTIFICATION COURSE FOR HISTORIC PRESERVATION COMMISSION
MEMBERS - RUTGERS UNIVERSITY

Date: 4/24/19 Signature: Pary Tell (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

RESOLUTION #2019-163

Title: APPROVAL OF A PROFESSIONAL SERVICE CONTRACT WITH MICHAEL CALAFATI ARCHITECT, LLC FOR THE JUDGE NATHANIEL FOSTER HOUSE

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

WHEREAS, Michael Calafati Architect, LLC has provided a planning proposal for the Judge Nathaniel Foster House Project Number: 2018.0018 for \$51,800.00; and

WHEREAS, the Township Council desires to approve the proposal, and the CFO has certified the availability of funds by her signature in the budget as follows:

Appropriation: \$38,850.00 New Jersey Historic Trust Grant 9-01-56-750-715
\$12,950.00 Neighborhood Revitalization 9-15-56-223-048
Total \$51,800.00

Signature: Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that a Professional Service Contract without public bidding is awarded as follows:

- 1. The Planning Proposal attached hereto as EXHIBIT A, in the amount of \$51,800.00 is hereby approved.

BE IT FURTHER RESOLVED that a notice of Award of Professional Service Contract for the above award shall be published in the Township's Official paper.

Table with 7 columns: MOTION, SECOND, AYE, NAY, ABSTAIN, ABSENT and rows for 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 May 6, 2019.

Julie A Picard, Township Clerk



Michael Calafati Architects, LLC

510 Bank Street, P.O.Box 2363, Cape May, NJ 08204
T 609 884 4922 F 609 884 8608 www.calafati.com

April 30, 2018

Colleen Crippen, Assistant Treasurer
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Re: Professional Services Proposal for the
Judge Nathaniel Foster House
1649 Bayshore Road, Villas, NJ 08251
2018 New Jersey Historic Trust HSM Grant Supported Project

Dear Ms. Crippen:

Thank you for inviting MCA to submit this proposal for the first campaign of important preservation work to occur at the Judge Nathaniel Foster House. I would welcome the opportunity to work with the Township of Lower on this project and to see my earlier efforts furthered with meaningful improvements. Below I have outlined the proposed scope of services, a draft schedule, and a lump sum fee. I hope you will find the proposal herein thorough and pertinent to your needs.

A. Project Background and Objectives

The Judge Nathaniel Foster House, erected about 1727, is significant as an example of a well-preserved early heavy timber frame house and later remodeled (c. 1826) in the Federal style. The Foster House's many early characteristics included face-nailed interior flush board walls, face-nailed rabbeted siding, exposed framing members (corner posts, joists overhead, and girts), flared corner posts, and an oak frame made mostly of hewn timbers. The remodeling in the Federal period retained many early period features and introduced many newer ones - including joists that were still exposed but were wrapped with beaded-edge boards, plaster walls and plaster ceilings, and smaller but still functional heating and cooking fireplaces—all commonly found in Cape May County during the third construction period. The Foster House is also notable for its atypical floor plan consisting of a commodious side hall and parlor with a rear kitchen ell. This plan is seen in only two of the county's 35 known earliest buildings.

The work to be covered under this proposal would delineate needed improvements for a preserved building. It would further the recommendations contained in the Conditions Assessment Report prepared by this office in 2014. It should be noted here that this proposal covers services up to the point of completed drawings and specifications (also known as *Bid Documents* or *Contract Documents*) but not the services associated with the pre-qualification of prospective bidders, the public bidding process or administration during the construction phase. The services for these aspects would follow as a separate proposal once the funds for construction are in place.

B. Scope of Work, Professional Services, and Project Team

Contract Documents

The scope of professional architectural and engineering services for this project includes the preparation of drawings and specifications to execute the following Scope of Work under one contract for construction. The work items listed below are based on the recommendations of the aforementioned Conditions Assessment Report are summarized according to the 50 Divisions of the Construction Specifications Institute (CSI)'s MasterFormat.^a

02 - Site Work

- Landscaping (to maintain and control vegetation near the building)
- Selective Demolition (removal of unnecessary items, removal of non-original asbestos siding and roof shingles).

04 - Masonry Restoration

- Repointing (rake and repoint all brick)
- Reconstruction/New Construction (rebuilding of chimneystacks above the roofline and new brick piers at summer beam beneath main block of house).

05 - Metals

- New Shoring Posts at mid-span in basement.
- Conserve fireback at Parlor.

06 - Carpentry

- Heavy Timber Framing (assumes corner posts repairs (50%), replacement of heavy timber sills (25%), and roof rafter heels at (40%).
- Exterior Finished Carpentry (repair overhanging eaves, door and window surrounds).

07 - Thermal and Moisture Protection

- Gutters and Downspouts (new gutters and downspouts in lead coated copper).
- Clapboard Siding (repair and patch clapboard siding).
- New Roofing (new cedar shingle roof).

08 - Door and Windows

- Original/Early Exterior Doors (repair 4 doors plus basement areaway entrance).
- Wood Windows (restoration of original/early units).
- Storm Windows (general cleaning, re-lubrication and installation of existing storms).
- Wood Shutters (replicate from photographic evidence).

09 - Finishes

- Exterior Painting (including prep and Lead-Safe Practices and one prime coat and two finish coats).

22 - Plumbing

- Restroom (upgrade existing 2nd floor bathroom).

23 - Heating, Ventilation and Air Conditioning

- Heating/Air Conditioning (not included).

26 - Electrical

- Panel Box and Interior Circuit Replacement.

33 - Utilities

- Install Underground Utilities.

Pending the outcome of further studies, certain aspects would not be addressed in this first campaign of preservation work at the house. The extensive treatment of interior finishes would be the result of the Paint Investigation and of recommendations Interpretive and Furnishings Plan. Similarly, proposals for HVAC and ADA/Barrier-Free Access would depend on the accepted plan for the building's future interpretation.

MCA would organize and coordinate the services of the following sub-consultants devoted to the preparation and completion of drawings and specifications and related reports:

KSI Professional Engineers, LLC (KSI), Farmingdale, NJ would serve as structural engineer and KSI Consulting Engineers, LLC (KSI's M/E/P counterpart), would serve as mechanical and electrical engineers. MCA has extensive experience working with KSI, including many projects for municipal clients with funding from the New Jersey Historic Trust and other public sources.

Keystone Preservation Group, Inc. (KPG), material conservators, Doylestown, PA would assist the effort through a paint investigation of surviving finishes. Up to 35 paint samples would be taken and analyzed to establish baseline information such as early color usage and changes over time. In addition, their mortar investigation would be limited establishing the closest match from Limeworks' line of stock mortars.^b While not based on an actual analysis and formula for replication, KPG's recommendation would be based on the use of traditional materials that provide a visual match and selection of material that would not compromise the surviving brick masonry.

International Consultants, Inc. (ICI), construction cost estimators, Philadelphia, PA would prepare an estimate at the completion of the Bid Documents. The estimate will serve as useful tool should value engineering become necessary when the project goes out to bid. It may become necessary, for example, to reduce the scope of the basic project that is put out to bid in order to achieve the essential preservation goals. Placing certain aspects as Add Alternates, such as shutters, placement of the incoming electrical service underground, and/or upgrades to the toilet facilities, may become advisable if funds are limited.

Although not directly related to the design services for the first campaign of important preservation work, MCA would organize and coordinate the services of the following sub-consultants as they prepare reports that would guide future improvements:

RGA, Inc., archaeologists and cultural resource consultants, Cranbury, NJ would prepare a *Phase IA Archaeological Survey* to assess and document the archaeological sensitivity of the property for site planning purposes. The following tasks will be completed:

- Background research on archaeological sites in and adjacent to the project site at the NJHPO, New Jersey State Museum, and regional and local repositories.
- Background research at the NJHPO to review National Register files, historic resource inventories, and cultural resources reports conducted within and adjacent to the project site.
- Review of the National Register nomination form for the Judge Nathaniel Foster House and information about the property in a report titled: A Survey of Heavy Timber Frame Buildings of Cape May County, NJ and in Joan Berkey's book, titled Early Architecture of Cape May County, NJ.
- A review of historic atlases and maps and documents at the New Jersey State Library and regional and local repositories.
- A review of existing environmental conditions and landscape modifications within the project site that could affect the preservation of historic and prehistoric archaeological resources.
- A visit of the project site by the project archaeologist to record existing conditions. Documentation will take place using field notes and digital photography. Examination of the cellar and crawlspace will also be conducted.
- Assessment of sensitivity for prehistoric and historic archaeological resources within the project site. Areas of sensitivity will be plotted on an aerial map.
- Preparation of a report detailing the results of the survey that will include management recommendations regarding the need for further archaeological survey (i.e. Phase IB archaeological survey), if necessary. In addition, the report would provide a necessary document prior to any ground disturbances that would be part of first campaign of preservation work. For example, the archaeological monitoring that would accompany the placement of utilities underground would rely on the survey for guidance and context.

Joan Berkey, Historic Preservation Consultant, Cape May Court House, NJ, prepare would prepare an *Interpretive and Furnishings Plan*. As author of the Foster House's successful nomination to the New Jersey State and National Registers of Historic Places in 2014, Ms. Berkey is in a unique and highly qualified position to assume this role. Ms. Berkey would meet with the client and other parties interested in or involved with the Foster House to determine the appropriate interpretive time period. Because the rear ell of the Foster House is almost original to its ca. 1730 construction date and the main block reflects an early 19th century remodeling, both sections might be interpreted to these respective time periods. The choice of interpretive time period will drive the focus of the interpretive and furnishings plan.

The interpretive plan would first present the social and architectural history of the building, placing its architecture and its owners/dwellers within local, state, and national contexts. This part will provide docents with ample, relevant information to share with the public. Interpretive themes based on the social and architectural history will then emerge as the most important ones that should be conveyed to the public. These might include

exploration and settlement of Cape May County, early colonial courts, the house as a significant example of England/New England heavy timber frame architecture, and the way colonial families cooked and used an open hearth in everyday life. A suggested traffic/flow pattern is also discussed. Moreover, working with MCA, a suitable approach to barrier-free access under the Americans with Disabilities Act would be devised.

Based upon the choice of interpretive time periods, the furnishings plan will recommend (and illustrate) appropriate furniture, accouterments, fireplace implements, kitchen utensils, and so on. These recommendations will be made room-by-room and will be detailed rather than generalized.

The end of the report contains a summary of ownership of the land and house, a bibliography, and genealogy charts of the Foster family.

As noted above, services associated with the pre-qualification of prospective bidders, the public bidding process or administration during the construction phase are not included.^c The services for these aspects would follow as a separate proposal once the funds for construction are in place.

C. Proposed Project Schedule

The following assumes that an agreement for services is fully executed by February 1, 2019.

CONSTRUCTION DOCUMENTS	
Signed Contract	By February 1, 2019
Begin Construction Documents (MCA and KSI)	February 21, 2019
Submission of 80% Construction Documents/ Client Review	April 21, 2019
Final Construction Documents Ready	May 31, 2019
BID PHASE SERVICES (N/A) - separate proposal upon funding of project	
Bidders' Pre-qualification Statements Released	TBD
Bidders' Pre-qualification Responses Due	TBD
Bid Packages Released to Pre-qualified Contractors	TBD
Bids Received/Reviewed	TBD
CONSTRUCTION ADMINISTRATION (N/A) - separate proposal upon funding of project	
Contracts Signed and Construction Begins	TBD
Construction Completed	TBD
Punchlist/Project Close Out	TBD

Similarly, the services of KPG, ICI, RGA and Joan Berkey would commence on February 1, 2019 and be completed within 4 months (by May 1, 2018).

D. Fee Proposal

Overview

The Professional Services are based on the most recent estimate appearing as Attachment B to this proposal and assume that you anticipate a construction project of approximately \$350,000. The fee below is a guaranteed maximum fee (not-to-exceed):

	Total
Professional Design Fees - MCA (Architectural) and KSI (Structural, Plumbing, Mechanical and Electrical Systems) <i>[12.5% Fee of Construction times 62.5%]^d</i>	\$27,278
Architectural Conservator's Report (Paint/Plaster/Mortar) – KPG <i>[2014 Fee plus 7.5% for Inflation]</i>	\$4,838
Construction Cost Estimate - ICI <i>[2018 Proposal]</i>	\$1,800
Archaeological Investigation (Phase 1A Survey) – RGA <i>[2018 Proposal]</i>	\$5,734
Interpretive and Furnishings Plan - Joan Berkey <i>[2018 Proposal]</i>	\$8,000
Hazardous Materials Audit/Entomologist Infestation Survey – Allowance <i>[2014 Fee Escalated for Inflation]</i>	<u>\$4,150</u>
Total Design Fees	\$51,800

Deliverables

Submissions (drafts and final versions) would be prepared in duplicate printed copies and as a single (unified) PDF file sent electronically via email link. The specifications (Project Manual) would be in black and white and measure 8.5 by 11 inches in a 3-ring binder. The drawings would be in black and white and measure 18 by 24 inches and stapled into sets.

Additional Terms

MCA submits this proposal for services with the following assumptions and preferences:

1. The above fees do not include services during the Bidding & Construction Phases, as funding for the actual construction is not yet in place.
2. Services herein are limited to only those aspects funded by the 2018 New Jersey Historic Trust HSM Grant if successful.
3. All aspects of the project will be governed by standard AIA Document procedures for professional services. This shall include the use of AIA Document B104-2007 as the Owner-Architect form of agreement and AIA Document A107-2007 as the Owner-Contractor form of agreement.
4. All survey and other necessary site information beyond the area covered in this project's scope will not be required.
5. The treatment and handling of mold, asbestos or any other hazardous materials, above the allowance stated herein, are not included.
6. Services for this project will not extend beyond December 31, 2019.

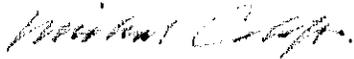
7. Invoices are submitted at the beginning of each month for work expended in the previous month and are due within 30 days. Invoices received after the due date will be charged 1.4% interest on outstanding invoices for any month or part thereof.
8. Services beyond the scope of work in this proposal shall be invoiced at the regular prevailing hourly rates upon written authorization.
9. All regulatory reviews and meetings are excluded.
10. Preparation of a NJ Historic Preservation Office Project Authorization Application pursuant to NJ Register Law is not included. If required, the preparation, etc. would be billed as an additional expense.
11. The 2018-2019 Schedule of Hourly Rates listed below would be applicable upon written authorization and apply only to additional services:

Registered Architect/Firm Principal	\$175.00 per hour
Designer/Intern Architect	\$95.00 per hour
Professional Engineer/Firm Principal	\$180.00 per hour
Designer/Engineer in Training	\$125.00 per hour
Clerical/Administrative Assistant	\$65.00 per hour

If you find the terms herein acceptable, please let me know and I will prepare AIA Document B104-2007, *Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope*, in which this proposal would be incorporated as an attachment.

I very much look forward to continue working with you on this project.

Sincerely,



Michael Calafati, AIA, LEED AP
Principal, Michael Calafati Architect, LLC

cc: Project File

Enclosures: Attachment A – 2014 Recommended Scope of Work and Preliminary Estimate
Attachment B – 2018 Preliminary Estimate Update

^a The Construction Specifications Institute (CSI)'s MasterFormat consists of "50 Divisions" and is the nearly universally used standard for organizing specifications and other written information for building projects in the United States and Canada (for example, Division 05 addresses all aspect of Metals, Division 06 addresses all aspects of Carpentry, Division 08 addresses all aspects of Doors and Windows, and so on).

^b <https://limeworks.us/resources/color-samples/>

^c The Bid Phase entails the prequalification of prospective contractors for preservation work and the preparation of pre-qualification forms for interested contractors to submit, based on current NJ DCA

guidelines. MCA typically assists with the advertisement of the pre-qualifications in newspapers and issue the forms to contractors. MCA would then verify references and consult with the Township of Lower and the NJHT to review findings and recommend a list of qualified contractors to create a "bidders' pool." These qualified contractors would then be invited to bid the project. During the actual bid phase, MCA would hold a pre-bid meeting and walkthrough of the project, issue addenda during the course of the bid period to answer questions or requests for clarifications, attend the bid opening, review and evaluate the contractor bid proposals (including preparation of a written analysis and recommendation for contract award), and prepare the actual contract for construction (assumed to be AIA Document A107-2007, *Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope*).

The Construction Phase entails MCA's observation of the work in progress at regular intervals (usually at one standing site visit/job meeting every other week). MCA would also review contractor submitted information on proposed materials and shop drawings for all work to be installed. In addition, MCA would complete site visits and regular project meetings with meeting minutes, address field conditions as they arise, review applications for payment and change orders, review and approve shop drawings, mock-ups and other submittals and complete project close out and punchlist.

^d Calculation of the base Architectural and Engineering Fee is based upon a percentage of construction as follows:

Line	Aspect	Amount	Remarks
1	2018 Estimated of Construction Costs	\$349,155	See Attachment B
2	Total A/E Fee based on Construction Cost	\$43,644	12.5% of Line 1
3			
4	Breakdown		
5	Design (through Bid Documents)	\$27,278	62.5% of Line 2 - This Proposal
6	Bid Phase	\$2,619	6.0% of Line 2 - Future Proposal
7	Construction Phase	\$13,748	32.5% of Line 2 - Future Proposal
8	Total Fee	\$43,644	

7. Budget Summary (see question 12, Grant Request Worksheet)

Total Project Cost (line d, column A):	\$ 51,800
Grant Request (line e, column A):	\$ 38,850
Match Required (line f, column A):	\$ 12,950
Total Match in hand (line i, column A):	\$ 12,950

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

RESOLUTION #2019-164

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

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

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

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of \$20,000.00 for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –	
Revenue Offset with Appropriations -	Warming Center
Total with increase to be	\$ 20,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$20,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –	
Public & Private Programs Offset by Revenues -	Warming Center
State/Federal Share	\$ 20,000.00
Non State Share	\$
Total with increase to be	\$ 20,000.00

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

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
ROY						
SIPPEL						
SIMONSEN						

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on May 6, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION # 2019-43

Title: A RESOLUTION DESIGNATING LOWER TOWNSHIP'S MUNICIPAL WARMING CENTERS

WHEREAS, the Township of Lower has an obligation under the laws of the State of New Jersey, and the County of Cape May Code Blue Alert Plan, to designate a Municipal Emergency Warming Center; and

WHEREAS, pursuant to N.J.S.A. § App.A:9-43.18 to -43.21, P.L. 2017 Chapter 68 "The Code Blue Law", an Emergency Warming Center is identified as a short-term emergency facility that operates when temperatures reach 25 degrees Fahrenheit or lower without precipitation, 32 degrees Fahrenheit or lower with precipitation, or wind chill temperatures below 0 degrees Fahrenheit or less; and

WHEREAS, the paramount purpose of an emergency warming center is the prevention of death and injury from exposure to the elements; and

WHEREAS, an Emergency Warming Center is not to be confused with an Emergency Shelter, which is activated only during the most severe weather emergencies that include a loss of power, major flooding, and/or major winter weather conditions; and

WHEREAS, the Township of Lower recognizes that excessive cold and severe weather conditions put at-risk individuals in danger of illness and/or death; and

WHEREAS, as the temperatures get colder, the County Office of Emergency Management will soon be declaring Code Blue Alerts that meet the requirements after evaluating weather forecasts and advisories produced by the National Weather Service; and

WHEREAS, after a Code Blue alert has been issued, the Township of Lower will open a facility as an emergency warming center operational from 6:00 p.m. to 6:00 a.m. EST; and

WHEREAS, the Township shall receive \$20,000 from the County of Cape May to offset the costs associated with establishing an Emergency Warming Center; and

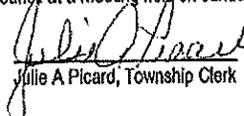
WHEREAS, the Township may use the funding provided by Cape May County for costs associated with the warming centers, such as staff, utilities, rent, food and insurance.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Lower, that County of Cape May, State of New Jersey, hereby designates the Lower Township Recreation Center, 2600 Bayshore Road, Villas, NJ 08251 and the Lower Township Millman Community Center located at 209 Bayshore Road, Villas, NJ 08251 as the Emergency Warming Centers of the Township of Lower.

BE IT FURTHER RESOLVED that the Township Clerk is hereby instructed to forward a copy of this Resolution to the Governor of the State of New Jersey, the members of the 1st Legislative District, the Board of Chosen Freeholders of Cape May County and to all municipalities in Cape May County.

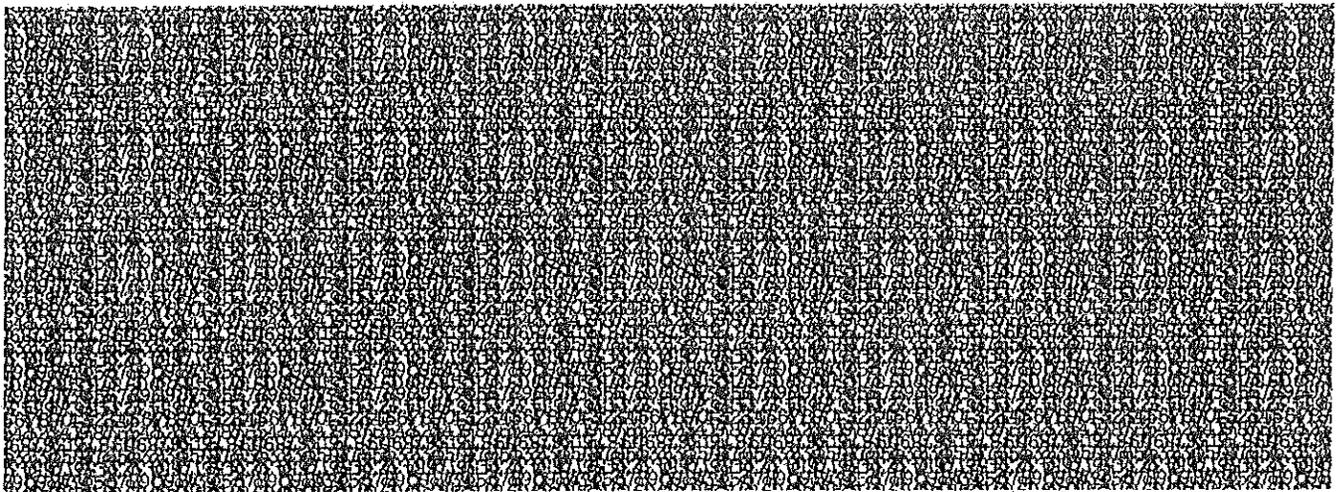
	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD			X			
PERRY	X		X			
ROY		X	X			
SIPPEL			X			
SIMONSEN			X			

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 2, 2019.


Julie A. Picard, Township Clerk

DESCRIPTION		AMOUNT	
PO: 19-00892 DESC: 2019 Lower Twp Code Blue		20,000.00	
			
VENDOR Lower Township Treas Office		CHECK DATE 04/23/19	CHECK AMOUNT 20,000.00

REMOVE DOCUMENT ALONG THIS PERFORATION



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

RESOLUTION #2019-165

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

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

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

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of **\$4,776.94** for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –	
Revenue Offset with Appropriations -	Body Armor
Total with increase to be	\$ 4,776.94

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of **\$4,776.94** be and the same is hereby appropriated under the caption of:

General Appropriations –	
Public & Private Programs Offset by Revenues -	Body Armor
State/Federal Share	\$ 4,776.94
Non State Share	\$
Total with increase to be	\$ 4,776.94

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						
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 May 6, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2019-166

Title: APPROVAL OF CHANGE ORDER #1 TO RESOLUTION #2018-162; AWARD OF ROSEANN AVENUE ROADWAY AND UTILITY IMPROVEMENTS PROJECT (AGATE CONSTRUCTION CO., INC); AUTHORIZING INSTALLATION OF CONDUIT; AND EXTENSION OF SIX (6) CALENDAR DAYS

WHEREAS, Agate Construction Company, Inc. was awarded the bid for the Roseann Avenue Roadway and Utility Improvements Project on May 7, 2018 by Resolution #2018-162, in the amount of \$7,026,450.00; and

WHEREAS, Agate Construction Company, Inc. has provided a change order for the installation of approximately 385 feet of 2 inch electrical conduit in the amount of \$30,000.00 and a time extension to the original contract period of six (6) calendar days; and

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

Appropriation: Ord #18-05 C-04-55-421-100

CFO Signature: _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Change Order #1 attached hereto in the amount of \$30,000.00 for Agate Construction Company, Inc is hereby approved and the contract total is now increased to \$7,056,450.00; and the revised contract completion date is now June 11, 2019.

	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 May 6, 2019.

Julie A Picard, Township Clerk



Gary Douglass, CPWM
Public Works Superintendent
Township of Lower
2600 Bayshore Road
Villas, NJ 08251

Via email at gdouglass@townshipoflower.org

Your Reference
Roseann Avenue Roadway
and Utility Improvements,
Contract M-10 Rebid

Our Reference
364711

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

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

**Change Order No. 1
Roseann Avenue Roadway and Utility Improvements
Contract M-10 Rebid
Township of Lower, Cape May County**

April 26, 2019

Dear Mr. Douglass:

Please find enclosed herewith three (3) signed copies of Change Order No. 1 for the above referenced project.

As previously discussed, we are submitting a change order from Agate Construction Co., Inc. to install electrical conduit, as required by Atlantic City Electric, on the south side of the 200 block and 300 block of Roseann Avenue in accordance with the attached email description of work and revised plans. We have reviewed Change Order No. 1, discussed with the contractor and the Township, and authorized the contractor to proceed, as the change was necessary to complete the conduit work prior to the installation of sidewalk.

This change order is for the installation of approximately three hundred eighty five (385) feet of 2-inch electrical conduit so that upon completion of the project Atlantic City Electric may install new street lights, foundations and electrical service to the affected street light locations without major disturbance to the Contract M-10 improvements.

Change Order No. 1 includes both an increase in the contract price of \$30,000.00 and an extension to the original contract period of six (6) calendar days. Upon execution of this change order the revised Contract Price will be \$7,056,450.00, the revised Contract Period will be three hundred sixty-six (366) calendar days and the revised Contract Completion Date will be June 11, 2019.



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

Very truly yours,

Mott MacDonald, LLC

A handwritten signature in black ink, appearing to read 'Mark R. Sray', written in a cursive style.

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

Encl.

cc: Jim Ridgway, Manager (via email)
Julie Picard, RMC, Municipal Clerk (via email)
Margaret Vitelli, RPPS, QPA, Purchasing Agent (via email)
Colleen Crippen, Coordinator of Federal & State Aid (via email)
Mark Blauer, Blauer & Associates (via email)
Bob Mainberger, PE, Mott MacDonald (via email)
Tim Clarke, Mott MacDonald (via email)
Greg Scott, PE, Agate Construction Co., Inc. (via email)

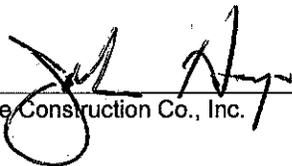
PW\384179\Construction\Change Orders\No. 1\M-10-gd0426.19 Change Order No. 1.docx

CONTRACT CHANGE ORDER

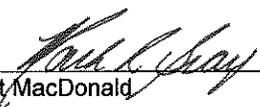
CHANGE ORDER NO.: 1	DATE: April 10, 2019
<u>Project Description</u> Roseann Avenue Roadway and Utility Improvements Contract No. M-10 (Re-Bid) Township of Lower, Cape May County	

REASON FOR CHANGE ORDER: See Below.					
Item No.	Description	Quantity	Unit Price	Additions	Deductions
CO-1	Furnish and install all electrical conduit in accordance with the Email and Plans forwarded to the Contractor on March 28, 2019.	1	Lump Sum	\$30,000.00	
Sub-Total:				\$30,000.00	\$0.00
Total Change Order No. 1 Value:				\$30,000.00	

ACCEPTED:


 Agate Construction Co., Inc. 4-12-19
 Date

APPROVAL RECOMMENDED:


 Mott MacDonald 4/12/19
 Date

APPROVED:


 Township of Lower 4/12/19
 Date

ORIGINAL CONTRACT BID PRICE:

\$7,026,450.00

ORIGINAL CONTRACT PERIOD:

360 Calendar Days

ORIGINAL CONTRACT COMPLETION DATE:

June 5, 2019

CHANGE ORDER:

NO. 1: +6 Calendar Days & \$30,000

**REVISED CONTRACT PRICE INCLUDING
CHANGE ORDER NO. 1**

\$7,056,450

REVISED CONTRACT PERIOD:

366 Calendar Days

REVISED CONTRACT COMPLETION DATE:

June 11, 2019

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

RESOLUTION # 2019-167

Title: **BID ACCEPTANCE AND CONTRACT AWARD FOR RE-PLASTERING AND REPAIR OF COMMUNITY SWIMMING POOL**

WHEREAS, the Notice to Bidders for Re-Plastering and Repair of Community Swimming Pool was advertised on April 10, 2019 and accepted on April 30, 2019 at 11:00 a.m. prevailing time; and

WHEREAS, two (2) sealed bids were submitted and reviewed by the QPA and Mitch Plenn, Recreation Superintendent; and

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

Appropriation: C-04-55-422-663

Signature: _____
Lauren Read, CFO

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following contract is hereby awarded **with a completion date as specified in the bid package of June 12, 2019:**

AWARD TO: All State Technology Inc
AMOUNT: \$37,000.00

BE IT FURTHER REOLVED, upon approval of the resolution, the fully executed Purchase Order together with the official bid documents shall serve as the Contract for the Award of the bid.

	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 May 6, 2019.

Julie A Picard, Township Clerk

2019-04 Plaster and Repair of Community Swimming Pool

Adv 4/10/2019 Open 04/30/2019 11:00 am

Vendor Name

BID

Vendor Name	BID
All state Tech	37,000. ⁰⁰
Cool Pools	38,500. ⁰⁰

Dawn Bailey 4/30/19
Marshall

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

RESOLUTION #2019-168

Title: **A RESOLUTION RESCINDING RESOLUTION #2018-324; INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159**

WHEREAS, on October 15, 2018, the Lower Township Council adopted Resolution #2018-234 authorizing the Insertion of a Special Item of Revenue pursuant to N.J.S.A. 40A:4-87, Chapter 159, in the amount of \$5,587.50 for a Bulletproof Vest Partnership; and

WHEREAS, the Township did not request authorization from the State of New Jersey for the insertion of a special item of revenue in accordance with said statute, and the Township has been advised by the State of New Jersey Division of Local Government Services that the appropriate corrective action to be taken is to rescind the original Resolution, and thereafter adopt a new Resolution outlining said insertion which must then be resubmitted in the current year for review and approval.

NOW, THEREFORE BE IT RESOLVED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey hereby rescinds Resolution #2018-324.

BE IT 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						
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 May 6, 2019.

Julie A Picard, Township Clerk

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

RESOLUTION #2018-324

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 by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Township of Lower hereby requests the Director of the Division of Local Government Services to approve the increase of \$5,587.50 for an item of revenue in the budget of the year 2018 as follows:

Miscellaneous Revenues -	
Revenue Offset with Appropriations -	Bulletproof Vest Partnership
Total with increase to be	\$ 5,587.50

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$5,587.50 be and the same is hereby appropriated under the caption of:

General Appropriations -	
Public & Private Programs Offset by Revenues -	Bulletproof Vest Partnership
State/Federal Share	\$ 5,587.50
Non State Share	\$
Total with increase to be	\$ 5,587.50

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

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

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 October 15, 2018.


Julie A. Picard, Township Clerk

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

RESOLUTION #2019-169

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

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

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

SECTION 1.

NOW, THEREFORE BE IT RESOLVED that the Township of Lower, County of Cape May, hereby requests the Director of the Division of Local Government Services to approve the increase of **\$5,587.50** for an item of revenue in the budget of the year 2019 as follows:

Miscellaneous Revenues –	
Revenue Offset with Appropriations -	Bulletproof Vest Partnership (2018)
Total with increase to be	\$ 5,587.50

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of **\$5,587.50** be and the same is hereby appropriated under the caption of:

General Appropriations –	
Public & Private Programs Offset by Revenues -	Bulletproof Vest Partnership (2018)
State/Federal Share	\$ 5,587.50
Non State Share	\$
Total with increase to be	\$ 5,587.50

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						
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 May 6, 2019.

Julie A Picard, Township Clerk

ccrippen

From: Chief William Mastriana <mastriana@lowertownshippolice.com>
Sent: Thursday, October 4, 2018 9:23 AM
To: lread; ccrippen
Subject: FW: Bulletproof Vest Partnership 2018 Awards

From: BVP Email Account <ojp@public.govdelivery.com>
Sent: Wednesday, October 03, 2018 12:00 PM
To: Chief William Mastriana <mastriana@lowertownshippolice.com>
Subject: Bulletproof Vest Partnership 2018 Awards

Dear BVP applicant,

The Bureau of Justice Assistance (BJA) is pleased to inform you that your agency will receive an award under the Fiscal Year (FY) 2018 Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the BVP System. A complete list of FY 2018 BVP awards is available at: <https://ojp.gov/bvpbas/>.

The FY 2018 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2018. The deadline to request payments from the FY 2018 award is August 31, 2020, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Please see the following websites for a list of NIJ compliant vests:

Ballistic Vests: <https://nij.gov/topics/technology/body-armor/pages/compliant-ballistic-armor.aspx>

Stab Resistant Vests: <https://nij.gov/topics/technology/body-armor/pages/compliant-stab-armor.aspx>

As a reminder, all jurisdictions that applied for FY 2018 BVP funding certified that a mandatory wear policy was in place for their jurisdiction. BJA will be conducting reviews of the mandatory wear policies as funds are requested from the BVP System. For more information on the BVP mandatory wear policy, please see the BVP Frequently Asked Questions document: <https://ojp.gov/bvpbas/docs/FAQsBVP MandatoryWearPolicy.pdf>

Finally, please visit the following page for checklists and guides for each step of the BVP process: <https://ojp.gov/bvpbas/bvpprogramresources.htm>.

For questions regarding the BVP Program or your award, please do not hesitate to contact the BVP Help Desk at vests@usdoj.gov or 1-877-758-3787.

Thank you

BVP Program Support Team
Bureau of Justice Assistance

This email was sent to mastriana@lowertownshippolice.com using GovDelivery Communications Cloud on

NJ	HIGH BRIDGE BOROUGH	\$2,404.25
NJ	HIGHTSTOWN BOROUGH	\$1,713.90
NJ	HILLSBOROUGH TOWNSHIP	\$2,865.00
NJ	HILLSDALE BOROUGH	\$870.00
NJ	HOBOKEN CITY	\$12,803.00
NJ	HOLMDEL TOWNSHIP	\$3,198.60
NJ	HOPATCONG BOROUGH	\$7,305.00
NJ	HOWELL TOWNSHIP	\$11,688.60
NJ	HIGHLAND PARK	\$1,089.00
NJ	IRVINGTON TOWNSHIP	\$6,194.81
NJ	JACKSON TOWNSHIP	\$7,222.60
NJ	JEFFERSON TOWNSHIP	\$4,432.50
NJ	KEARNY TOWN	\$11,437.50
NJ	KENILWORTH BOROUGH	\$2,655.00
NJ	LACEY TOWNSHIP	\$9,394.24
NJ	LAUREL SPRINGS BOROUGH	\$391.50
NJ	LAWRENCE TOWNSHIP	\$4,000.00
NJ	LEONIA BOROUGH	\$1,770.00
NJ	LINDENWOLD BOROUGH	\$880.00
NJ	LITTLE FERRY BOROUGH	\$3,200.00
NJ	LIVINGSTON TOWNSHIP	\$13,712.50
NJ	LODI BOROUGH	\$16,062.75
NJ	LOGAN TOWNSHIP	\$1,996.00
NJ	LONG BEACH TOWNSHIP	\$2,044.20
NJ	LONG BRANCH CITY	\$9,256.50
NJ	LONG HILL TOWNSHIP	\$2,000.00
NJ	LONGPORT BOROUGH	\$2,137.50
NJ	LOWER ALLOWAYS CREEK TOWNSHIP	\$1,710.00
NJ	LOWER TOWNSHIP	\$5,587.50
NJ	LUMBERTON TOWNSHIP	\$1,425.09
NJ	LYNDHURST TOWNSHIP	\$5,088.60
NJ	MADISON BOROUGH	\$3,068.00
NJ	MAGNOLIA BOROUGH	\$1,320.00
NJ	MANALAPAN TOWNSHIP	\$5,456.00
NJ	MANCHESTER TOWNSHIP	\$7,872.00
NJ	MANSFIELD TOWNSHIP	\$2,000.10
NJ	MANTUA TOWNSHIP	\$1,930.00
NJ	MAPLE SHADE TOWNSHIP	\$5,445.00
NJ	MAPLEWOOD TOWNSHIP	\$2,277.00
NJ	MARLBORO TOWNSHIP	\$12,825.00
NJ	MAYWOOD BOROUGH	\$3,500.00
NJ	MEDFORD LAKES BOROUGH	\$1,488.00
NJ	MEDFORD TOWNSHIP	\$3,901.60
NJ	MENDHAM TOWNSHIP	\$893.00
NJ	MERCHANTVILLE BOROUGH	\$2,178.00
NJ	MIDDLE TOWNSHIP	\$4,680.00
NJ	MIDDLESEX BOROUGH	\$2,400.00

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

RESOLUTION #2019-170

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>
496.08	2	Wells Fargo	H/O Paid off Mortgage – Crowther	\$ 694.60
643	9	Wells Fargo	Paid by Title Co – Selig	\$ 847.48

	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 May 6, 2019.

Julie A Picard, Township Clerk

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

ORDINANCE #2019-07

AN ORDINANCE AMENDING ORDINANCE #2013-01; POLICE DEPARTMENT, OF THE CODE OF THE TOWNSHIP OF LOWER – 1975, AS AMENDED
AMENDING ARTICLE I, SUBSECTION 90-1

WHEREAS, the Township of Lower has established a Police Department pursuant to N.J.S.A 40A:14-118, known as Chapter 90, Articles I through III of the Code of the Township of Lower – 1975 as amended.

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Township of Lower, County of Cape May, State of New Jersey that the following changes to Chapter 90 be made as follows:

Section 1. Subsection 90-1 shall be replaced with the following:

Article I. Establishment; Organization

§ 90-1. Creation; composition.

There is hereby created a Police Department for the Township of Lower, County of Cape May, State of New Jersey, the head of which shall be the Chief of Police, and which may consist of up to two (2) Captains; up to four (4) Lieutenants; up to seven (7) Sergeants; up to forty 40 full-time Patrolmen; and such number of civilian employees as the Township may designate.

Section 2. If any portion of this ordinance is determined to be invalid by a Court of competent jurisdiction, that determination shall have no effect upon the remainder of this Ordinance, which shall remain valid and operable.

Section 3. All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, are hereby repealed.

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

Thomas Conrad, Councilmember

David Perry, Councilmember

Rolland Roy, Jr., Councilmember

Frank Sippel, Deputy Mayor

Erik Simonsen, Mayor

First Reading: May 6, 2019

Adopted:

Attest: _____
Julie A. Picard, Township Clerk

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

ORDINANCE #2019-08

Title: **AN ORDINANCE AMENDING CHAPTER 67, MUNICIPAL UTILITIES AUTHORITY, OF THE CODE OF THE TOWNSHIP OF LOWER**

WHEREAS, the Township Council of the Township of Lower desires to amend Chapter 67, Municipal Utilities Authority, of the Code of the Township of Lower at the request of the Lower Township Municipal Utilities Authority; and

WHEREAS, the Lower Township Municipal Utility Authority has specifically requested that the Township Council amend §67-3, Compensation, in order to increase the amount of compensation that members of the Authority are entitled to receive in connection with their service.

NOW, THEREFORE, BE IT ORDAINED that the Township Council of the Township of Lower, County of Cape May, State of New Jersey hereby determines and declares as follows:

Section 1. Chapter 67, titled Municipal Utilities Authority **§ 67-3 Compensation** is hereby amended to read as follows:

Members of the Township of Lower Municipal Utilities Authority may receive compensation for their services as members of the Authority, within the limitations hereby stated, that no member shall receive in excess of \$3,500 per annum.

Section 2. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.

Section 3. This Ordinance shall become effective immediately upon final passage and publication, according to law.

Thomas Conrad, Councilmember

Dave Perry Councilmember

Roland Roy, Jr. Councilmember

Frank Sippel, Deputy Mayor

Erik Simonsen, Mayor

1st Reading: May 6, 2019

Adoption:

Attest: _____
Julie A Picard, Township Clerk

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

RESOLUTION #2019- 172

Title: **AUTHORIZING THE PAYMENT OF VOUCHERS**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
DAVID PERRY	CONTRACTUAL REIMBURSEMENT	\$464.50

TOTAL BILL LIST \$ 464.50

	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 MAY 06, 2019.

Julie A Picard, Township Clerk

CASH RECONCILIATION MARCH 31, 2019

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	184,491.62	5,731,971.27	872,224.91	5,044,237.98
Trust - Assessment				
Trust - Dog License	101.49	11,161.99	332.40	10,931.08
Trust - Other	37.33	3,579,150.63	4,299.46	3,574,888.50
Capital - General	0.00	12,322,754.81	0.00	12,322,754.81
Water - Operating				0.00
Water - Capital				0.00
Assessment Utility Trust				0.00
Public Assistance**				0.00
Garbage District				0.00
Grant Fund				0.00
Total	184,630.44	21,645,038.70	876,856.77	20,952,812.37

*Include Deposits In Transit (and change funds)

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

REQUIRED CERTIFICATION

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

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

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

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

Signature:

Lauren Reed

Title: CFO, Township of Lower

Township of Lower
Treasurer's Report
YTD: 2019

	<u>Total</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
BEG. BAL. JAN. 1, 2019	10,174,387.69	10,174,387.69	9,454,051.14	11,980,160.77
RECEIPTS:				
Per Revenue Status	21,243,234.64	4,537,039.36	10,569,742.81	6,136,452.47
less: post cash surplus	(2,500,000.00)			(2,500,000.00)
Interest due from Escrow	(1,398.04)	(321.37)	(673.31)	(403.36)
	18,741,836.60	4,536,717.99	10,569,069.50	3,636,049.11
Grants Received:				
Recycling Tonnage \$ Recd	45,397.48	45,397.48		
JIF \$ Recd	1,527.20	1,527.20		
EMAA \$ RECD	10,000.00	10,000.00		
BODY ARMOR \$ RECD	4,776.94		4,776.94	
61,701.62				
TOTAL RECEIPTS:	18,803,538.22	4,593,642.67	10,573,846.44	3,636,049.11
DISBURSEMENTS:				
2018 Reserves	459,465.31	381,254.90	73,403.63	4,806.78
2019 Current	23,369,777.73	4,854,872.61	7,907,346.62	10,607,558.50
2019 Capital	1,215,485.49	157,868.49	324,960.87	732,656.13
less: Def chgs TAX MAP	(146,200.00)			(146,200.00)
less: Due capital CIF	(250,000.00)			(250,000.00)
Appropriation Refunds:	(582,025.44)	(80,016.78)	(257,974.31)	(244,034.35)
	0.00			
TOTAL DISBURSEMENTS	24,066,503.09	5,313,979.22	8,047,736.81	10,704,787.06
END. BAL. DEC. 31, 2019	4,911,422.82	9,454,051.14	11,980,160.77	4,911,422.82
Total Appropriation Refunds	(582,025.44)	(80,016.78)	(257,974.31)	(244,034.35)

Bank Balance				
Checking-Ocean First		9,143,114.48	11,419,167.73	5,387,055.68
Checking-Sturcy				29,602.40
Online Payment Acct		318,870.68	572,440.44	160,117.47
Total Bank Balance		9,461,985.16	11,991,608.17	5,576,775.55
ADD: Deposits in Transit		135,659.65	57,096.70	23,774.15
LESS: Outstanding Checks		(143,593.67)	(68,544.10)	(689,126.88)
Adjusted Bank Balance		9,454,051.14	11,980,160.77	4,911,422.82
		0.00	0.00	0.00

Monthly Interest Received-Current Fund	98,899.92	16,788.52	42,627.00	39,484.40
Interest Rate		2.00%	2.00%	2.00%

GENERAL REVENUES		FCOA	Anticipated 2019	Realized in Cash in 2019	Excess/ (Shortfall)	Notes
1. Surplus Anticipated		08-101	2,500,000.00	2,500,000.00	-	
2. Surplus Anticipated With Consent of Director of Local Gov't Services		08-102				
Total Surplus Anticipated		08-100	2,500,000.00	2,500,000.00	-	
3. Miscellaneous Revenues - Section A: Local Revenues		XXXXXX				
Licenses:		XXXXXX				
Alcoholic Beverages		08-103	35,000.00	0.00	(35,000.00)	
Other (Mercantile, campground, ice cream peddling, bingo, gravel pit)		08-104	115,000.00	40,116.00	(74,884.00)	
Fees and Permits (Yard sale, copying fees, street opening, taxi cab, municipal fees)		08-105	72,200.00	4,496.10	(67,703.90)	
Fines and Costs:		XXXXXX				
Municipal Court		08-110	101,500.00	21,266.94	(80,233.06)	
Interest and Costs on Taxes		08-112	150,000.00	89,894.95	(60,105.05)	
Interest on Investments and Deposits		08-113	52,300.00	98,899.92	46,599.92	
Recreation Fees		08-105	40,000.00	10,085.00	(29,915.00)	
Payments in Lieu of Taxes - Conifer		08-105	30,000.00	9,787.71	(20,212.29)	
Payments in Lieu of Taxes - Yorkshire Place		08-105	15,000.00	6,024.90	(8,975.10)	
Payments in Lieu of Taxes - Haven House		08-105	25,000.00	10,194.15	(14,805.85)	
Bulk Trash Receipts		08-105	85,000.00	16,285.80	(68,714.20)	
Amt Anticipated from LTMUA		08-114	150,000.00	0.00	(150,000.00)	
Cable Franchise Fees		08-105	125,000.00	129,461.03	4,461.03	
Total Section A: Local Revenue		08-001	976,000.00	436,512.50	(539,487.50)	
3. Miscellaneous Revenues - Section B: State Aid Without Offsetting Appropriations		XXXXXX				
Consolidated Municipal Property Tax Relief Aid		09-200	14,218.00		(14,218.00)	
Energy Receipts (PL 1997, Chapters 162 & 167)		09-202	1,461,573.00	0.00	(1,461,573.00)	Will receive by 12/1/19
Garden State Trust		09-207	87,437.00	0.00	(87,437.00)	
Total Section B: State Aid Without Offsetting Appropriations		09-001	1,563,228.00	0.00	(1,563,228.00)	
3. Miscellaneous Revenues - Section C: Dedicated Uniform Construction Code Fees		XXXXXX				
Offset with Appropriations (NJSA 40A: 4-36 and NJAC 5:23-4.17)		XXXXXX				
Uniform Construction Code Fees		08-160	420,000.00	186,472.00	(233,528.00)	
Total Section C: Dedicated Uniform Construction Code Fees Offset w/Appropriations		08-002	420,000.00	186,472.00	(233,528.00)	
3. Miscellaneous Revenues - Section D: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Interlocal Municipal Service Agreements Offset With Appropriations:		XXXXXX				
Boards of Education - Special Police		08-105	87,562.72	0.00	(87,562.72)	
County Interlocal - Garage Services		08-105	49,971.20	0.00	(49,971.20)	
Total Section D: Interlocal Municipal Service Agreements Offset With Appropriations		11-001	137,533.92	0.00	(137,533.92)	
3. Miscellaneous Revenues - Section E: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Additional Revenues Offset with Appropriations (N.J.S. 40A:4-45.31)						
Total Section E: Interlocal Municipal Service Agreements Offset With Appropriations		08-003	0.00	0.00	0.00	

GENERAL REVENUES	FCOA	Anticipated		Realized in	Excess/ (Shortfall)
		2019			
3 Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services - Public and Private Revenues Offset with Appropriations:	XXXXXX	XXXXXX		XXXXXX	
NJ Transportation Trust Fund Authority Act	10-865	0.00		0.00	0.00
Recycling Tonnage Grant	10-701	45,397.48		45,397.48	0.00
Drunk Driving Enforcement Fund	10-745	7,066.23		7,066.23	0.00
Clean Communities Program	10-770	0.00		0.00	0.00
Alcohol Education and Rehabilitation Fund	10-702	0.00		0.00	0.00
Municipal Alliance on Alcoholism and Drug Abuse	10-703	31,409.00		31,409.00	0.00
Over the Limit Under Arrest	10-720			0.00	0.00
Small Cities Grant	10-707	538,000.00		538,000.00	0.00
Distracted Driving		0.00		0.00	0.00
Body Armor Grant	10-713	803.00		803.00	0.00
Open Space				0.00	0.00
Coastal Resiliency	10-774			0.00	0.00
Atlantic County JIF	10-714	0.00		0.00	0.00
EMS Homeland	10-735			0.00	0.00
Cops in Shops	10-717	0.00		0.00	0.00
Body Cameras				0.00	0.00
Click it or Ticket	10-716	0.00		0.00	0.00
Emergency Management Assistance	10-731	0.00		0.00	0.00
Green Communities	10-729			0.00	0.00
Rural Business Development	10-719			0.00	0.00
	10-773			0.00	0.00
Total Section F: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services-Public and Private Revenues	10-001	622,675.71		622,675.71	0.00
3. Miscellaneous Revenues - Section G: Special Items of General Revenue Anticipated With Prior Written Consent of the Director of Local Government Services -					
Other Special Items:	XXXXXX	XXXXXX		XXXXXX	
Uniform Fire Safety Act	08-106	295,812.68		99,285.48	(196,527.20)
Fire District Contributions	08-105	102,000.00		0.00	(102,000.00)
Capital Fund - Reserve for Debt Service	08-109	0.00		0.00	0.00
Total Section G: Special Items of General Revenue Anticipated w/Prior Written Consent of the Director of Local Government Services - Other Special Items	08-004	397,812.68		99,285.48	(298,527.20)

GENERAL REVENUES					FCOA	Anticipated 2019	Realized in Cash in 2019	Excess/ (Shortfall)	
Summary of Revenues					XXXXXX	XXXXXXXXXX	XXXXXXXXXX		
1. Surplus Anticipated With Consent of Director of Local Gov't Services					08-101	2,500,000.00	2,500,000.00	0.00	
2. Surplus Anticipated With Consent of Director of Local Gov't Services					08-102	0.00	0.00		
3. Miscellaneous Revenues:									
Total Section A: Local Revenues					08-001	976,000.00	436,512.50	(539,487.50)	
Total Section B: State Aid Without Offsetting Appropriations					09-001	1,563,228.00	0.00	(1,563,228.00)	
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations					08-002	420,000.00	186,472.00	(233,528.00)	
Total Section D: Interlocal Municipal Service Agreements					11-001	137,533.92	0.00	(137,533.92)	
Total Section E: Public and Private Revenues					10-001	622,675.71	622,675.71	0.00	
Total Section G: Other Special Items					08-004	397,812.68	99,285.48	(298,527.20)	
Total Miscellaneous Revenues					13-099	4,117,250.31	1,344,945.69	(2,772,304.62)	
4. Receipts from Delinquent Taxes						790,000.00	380,838.31	(409,161.69)	
5. Subtotal General Revenues (Items 1, 2, 3 and 4)						7,407,250.31	4,225,784.00	(3,181,466.31)	
6. Amount to be Raised by Taxes for Support of Municipal Budget:					XXXXXX				
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes					07-190	21,252,363.05	XXXXXXXXXX		
b) Addition to Local District School Tax					07-191				
Total Amount to be Raised by Taxes for Support of Municipal Budget (Quarterly reports include the tax liability to County, Schools and Fire Districts less tax revenues received)					07-199	21,252,363.05	(26,092,172.68)	(47,344,535.73)	
7. Total General Revenues					13-299	28,659,613.36	(21,866,388.68)	(50,526,002.04)	
Add back: Replenish fund balance								(2,500,000.00)	
Total Revenues needed to balance budget & replenish surplus								(53,026,002.04)	Add: Surplus
									Tax collections needed by 12/31. Taxes for County, Schools and Fire Districts are credited first.
									Total Revenues needed

8. GENERAL APPROPRIATIONS		Appropriated		Expended 2019		
(A) Operations - within "CAPS"	FCOA	2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
GENERAL GOVERNMENT:						
Office of the Township Council	20-110					
Salaries and Wages	20-110-1	90,500.00		90,500.00	20,884.68	69,615.32
Other Expenses	20-110-2	20,700.00		20,700.00	9,520.48	11,179.52
Office of the Township Clerk	20-120					
Salaries and Wages	20-120-1	187,300.00		187,300.00	45,151.01	142,148.99
Other Expenses	20-120-2	8,350.00		8,350.00	1,468.24	6,881.76
Elections	20-120-2	7,000.00		7,000.00	0.00	7,000.00
Office of Township Solicitor	20-155					
Other Expenses	20-155-2	216,000.00		216,000.00	215,335.97	664.03
Office of the Township Manager	20-100					
Salaries and Wages	20-100-1	190,000.00		190,000.00	45,774.25	144,225.75
Other Expenses	20-100-2	15,500.00		15,500.00	12,900.00	2,600.00
Department of Revenue and Finance	20-130					
Salaries and Wages	20-130-1	341,000.00		341,000.00	79,019.34	261,980.66
Other Expenses	20-130-2	41,150.00		41,150.00	31,039.55	10,110.45
Audit Services	20-135					
Other Expenses	20-135-2	32,800.00		32,800.00	32,800.00	0.00
Tax Assessor						
Salaries and Wages	20-150-1	139,500.00		139,500.00	28,587.62	110,912.38
Other Expenses	20-150-2	15,900.00		15,900.00	4,610.55	11,289.45

8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2019	
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - within "CAPS"						
GENERAL GOVERNMENT:						
Division of Taxation	20-145					
Salaries and Wages	20-145-1	175,000.00		175,000.00	36,841.58	138,158.42
Other Expenses:						
Liquidation of Tax Title Liens	20-145-2	1,000.00		1,000.00	0.00	1,000.00
Miscellaneous Other Expenses	20-145-2	9,725.00		9,725.00	2,735.60	6,989.40
Department of Planning and Development	20-170					
Salaries and Wages	20-170-1	158,000.00		158,000.00	38,548.08	119,451.92
Other Expenses	20-170-2	6,615.50		6,615.50	1,379.29	5,236.21
Engineering Services and Costs	20-165					
Other Expenses	20-165-2	12,000.00		12,000.00	0.00	12,000.00
Department of Parks and Recreation	28-370					
Salaries and Wages	28-370-1	303,500.00		303,500.00	62,683.25	240,816.75
Other Expenses	28-370-2	172,923.75		172,923.75	71,533.11	101,390.64
Department of Public Works	26-305					
Salaries and Wages	26-305-1	2,845,000.00		2,845,000.00	640,526.87	2,204,473.13
Other Expenses:	26-305-2					
Sanitary Landfill	26-305-2	780,000.00		780,000.00	111,205.96	668,794.04
Miscellaneous Other Expenses	26-305-2	280,245.00		280,245.00	151,566.69	128,678.31
Public Buildings and Grounds	20-310					
Salaries and Wages	20-310-1	151,000.00		151,000.00	36,510.68	114,489.32
Other Expenses	20-310-2	120,280.00		120,280.00	24,351.05	95,928.95

8. GENERAL APPROPRIATIONS		Appropriated		Expended 2019		
(A) Operations - within "CAPS"	FCOA	2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
PUBLIC SAFETY:						
Department of Public Safety	25-240					
Salaries and Wages	25-240-1	4,872,437.28		4,872,437.28	1,025,836.15	3,846,601.13
Other Expenses	25-240-2	254,333.11		254,333.11	130,723.35	123,609.76
DPS Building Lease	25-245-2	167,431.26		167,431.26	0.00	167,431.26
Police 911 Dispatchers	25-250					
Other Expenses	25-250-2	600,000.00		600,000.00	150,000.00	450,000.00
Uniform Fire Safety Act (P.L. 1983, Ch. 383)	25-265					
Salaries and Wages	25-265-1	189,812.68		189,812.68	39,457.47	150,355.21
Other Expenses	25-265-1	208,000.00		208,000.00	20,570.73	187,429.27
Emergency Management Services	25-252					
Salaries and Wages	25-252-1	20,000.00		20,000.00	4,615.44	15,384.56
Other Expenses	25-252-2	10,000.00		10,000.00	5,135.00	4,865.00
Contributions to Rescue	25-260-2	105,000.00		105,000.00	105,000.00	0.00
Interlocal Agreement - Fire District #3	25-263-2	23,750.00		23,750.00	18,750.00	5,000.00
Interlocal Agreement - Wildwood First Response	25-263-2					
Demolition	22-195					
Other Expenses	22-195-2	14,000.00		14,000.00	0.00	14,000.00
OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:						
Municipal Land Use Law (N.J.S.A. 40: 55 D-1)						
Planning Board	21-180					
Other Expenses	21-180-2	7,950.00		7,950.00	7,500.00	450.00
Zoning Board of Adjustments	21-185					
Other Expenses	21-185-2	7,950.00		7,950.00	7,500.00	450.00
Animal Regulation	27-340					
Other Expenses	27-340-2	168,152.00		168,152.00	82,438.00	85,714.00
Contractual	27-340-2	19,428.00		19,428.00	17,828.00	1,600.00
Miscellaneous Other Expenses						

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2019	
(A) Operations - within "CAPS"		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:						
	FCOA					
Municipal Court	43-490					
Salaries and Wages	43-490-1	200,500.00		200,500.00	43,129.14	157,370.86
Other Expenses	43-490-2	15,200.00		15,200.00	1,408.63	13,791.37
Public Defender (P.L. 1997, C. 256)	43-495					
Salaries and Wages	43-495-1	15,000.00		15,000.00	3,461.52	11,538.48
INSURANCE						
General Liability	23-210-2	309,250.00		309,250.00	242,578.02	66,671.98
Workers Compensation Insurance	23-215-2	575,880.00		575,880.00		575,880.00
Employee Group Health	22-220-2	3,738,431.00		3,738,431.00	988,464.18	2,749,966.82
Salaries and Wages	23-220-1	140,000.00		140,000.00		140,000.00
Uniform Construction Code - Appropriations Offset by Dedicated Revenues						
(N.J.A.C. 5: 23-4.17)						
State Uniform Construction Code						
Construction Official	22-195					
Salaries and Wages	22-195-1	417,500.00		417,500.00	96,943.52	320,556.48
Other Expenses	22-195-2	13,710.00		13,710.00	457.03	13,252.97
UNCLASSIFIED:						
OTHER COMMON OPERATING FUNCTIONS						
Terminal Leave						
Salaries and Wages	30-145-1	380,000.00		380,000.00	380,000.00	0.00
Celebration of Public Events or Holidays						
(N.J.S.A. 40: 48-5.4)	30-420-2	95,390.00		95,390.00	81,900.00	13,490.00

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2019	
(A) Operations - within "CAPS"	FCOA	2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
UNCLASSIFIED:						
OTHER COMMON OPERATING FUNCTIONS						
UTILITY EXPENSES AND BULK PURCHASES:						
Electricity	31-430-2	200,000.00		200,000.00	20,601.26	179,398.74
Street Lighting	31-435-2	395,000.00		395,000.00	62,131.87	332,868.13
Telephone	31-440-2	95,000.00		95,000.00	14,026.18	80,973.82
Water	31-445-2	13,900.00		13,900.00	6,208.87	7,691.13
Natural Gas	31-446-2	50,000.00		50,000.00	24,329.89	25,670.11
Heating Oil	31-447-2	13,000.00		13,000.00	1,337.37	11,662.63
Gasoline	31-460-2	300,000.00		300,000.00	40,376.59	259,623.41
Total Operations within "CAPS"		19,956,994.58	0.00	19,956,994.58	5,327,682.06	14,629,312.52
B. Contingent		35-470	300.00	300.00		300.00
Total Operations Including Contingent - within "CAPS"		34-201	19,957,294.58	19,957,294.58	5,327,682.06	14,629,612.52
Detail:						
Salaries and Wages	34-201-1	10,296,049.96		10,296,049.96	2,247,970.60	7,933,590.04
Other Expenses	34-201-2	9,661,244.62		9,661,244.62	3,079,711.46	6,586,022.48
E. Deferred Charges and Statutory Expenditures - Municipal within "CAPS"						
(1) DEFERRED CHARGES						
Capital Authorization funding	46-870					0.00
(2) STATUTORY EXPENDITURES:						
Public Employees' Retirement System	36-471	644,126.00		644,126.00	644,126.00	0.00
Social Security System (O.A.S.I.)	36-472	820,000.00		820,000.00	184,173.02	635,826.98
Police and Firemen's Retirement System of NJ	36-473	1,082,895.00		1,082,895.00	1,082,895.00	0.00
Defined Contribution Retirement Program	36-476	10,000.00		10,000.00	761.13	9,238.87
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	23-225	50,000.00		50,000.00	46,397.56	3,602.44
Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"	34-209	2,607,021.00	0.00	2,607,021.00	1,958,352.71	648,668.29
(G) Cash Deficit of Preceding Year	46-855					
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	34-299	22,564,315.58	0.00	22,564,315.58	7,286,034.77	15,278,280.81

8. GENERAL APPROPRIATIONS	FCOA	2019	Appropriated		Expended 2019	
			for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - Excluded from "CAPS"						
Interlocal Municipal Service Agreements						
Cape May County Interlocal						
Garage Services	26-305	42,000.00		42,000.00	42,000.00	0.00
Special Resource Police	25-240					
Salaries and Wages	25-240-1	87,562.72		87,562.72	87,562.72	0.00
Total Interlocal Municipal Service Agreements	42-999	129,562.72	0.00	129,562.72	129,562.72	0.00
Public and Private Programs Offset by Revenues						
Recycling Tonnage Grant	41-701	45,397.48		45,397.48	45,397.48	0.00
Alcohol Education and Rehabilitation Fund	41-702	0.00				0.00
Drunk Driving Enforcement Fund						0.00
Salaries and Wages	41-745	7,066.23		7,066.23	7,066.23	0.00
Cape May County Municipal Alliance Funds						0.00
State Share	41-703	31,409.00		31,409.00	31,409.00	0.00
Local Share	41-703	7,852.00		7,852.00	7,852.00	0.00
Body Armor Grant	41-713	803.00		803.00	803.00	0.00
Small Cities Grant	41-707	538,000.00		538,000.00	538,000.00	0.00
	41-774	0.00				0.00
8. GENERAL APPROPRIATIONS			Appropriated	Total for 2019 as Modified by all Transfers	Expended 2019	Reserved
(A) Operations - Excluded from "CAPS"	FCOA	2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
Public and Private Programs Offset by Revenues						
SFSP-Fire Districts	41-725	8,165.00		8,165.00	8,164.00	1.00
Total Public and Private Programs Offset by Revenues	40-999	638,692.71		638,692.71	638,691.71	1.00
Total Operations - Excluded from "CAPS"	34-305	768,255.43	0.00	768,255.43	768,254.43	1.00
Detail:						
Salaries and Wages		94,628.95		94,628.95	94,628.95	0.00
Other Expenses		673,626.48		673,626.48	673,625.48	1.00

8. GENERAL APPROPRIATIONS		Appropriated			Expended 2019	
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(A) Operations - Excluded from "CAPS"	FCOA					
(C) Capital Improvements - Excluded from "CAPS"						
Capital Improvement Fund	44-901	250,000.00		250,000.00	250,000.00	0.00
New Jersey Transportation Trust Fund Authority Act	41-865					0.00
Total Capital Improvements Excluded from "CAPS"		250,000.00	0.00	250,000.00	250,000.00	0.00
(D) Municipal Debt Service - Excluded from "CAPS"						
Payment of Bond Principal	45-920	1,765,000.00		1,765,000.00	0.00	1,765,000.00
Payment of Bond Anticipation Notes and Capital Notes	45-925		0.00		0.00	XXXXXXXX
Interest on Bonds	45-930	650,000.00		650,000.00	310,697.50	XXXXXXXX
Interest on Notes	45-935		0.00		0.00	XXXXXXXX
Green Trust Loan Program:						XXXXXXXX
Loan Repayments for Principal and Interest:	45-940	130,000.00		130,000.00	62,183.20	XXXXXXXX
Total Municipal Debt Service Excluded from "CAPS"	45-999	2,545,000.00	0.00	2,545,000.00	372,880.70	XXXXXXXX

8. GENERAL APPROPRIATIONS	FCOA	Appropriated			Expended 2019	
		2019	for 2019 by Emergency Appropriation	Total for 2019 as Modified by all Transfers	Paid or Charged	Reserved
(E) Deferred Charges - Municipal - Excluded from "CAPS"						
(1) DEFERRED CHARGES:						
Deferred Charges - Pay down Ord 18-07	46-870	506,200.00		506,200.00	506,200.00	XXXXXXX
Special Emergency Authorization - 5 Years (N.J.S.A. 40A: 4-55)	46-875	146,200.00		146,200.00	146,200.00	XXXXXXX
Total Deferred Charges - Municipal - Excluded from "CAPS"	46-999	652,400.00	0.00	652,400.00	652,400.00	0.00
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"						
	34-309	4,215,655.43	0.00	4,215,655.43	2,043,535.13	1.00
(L) Subtotal General Appropriations	34-400	26,779,971.01	0.00	26,779,971.01	9,329,569.90	15,278,281.81
(M) Reserve for Uncollected Taxes	50-899	1,879,642.35	0.00	1,879,642.35	1,879,642.35	XXXXXXXX
9. Total General Appropriations	34-499	28,659,613.36	0.00	28,659,613.36	11,209,212.25	15,278,281.81
Summary of Appropriations						
(A) Operations: (a & b) Within "CAPS" - Including Contingent	34-299	22,564,315.58	0.00	22,564,315.58	7,286,034.77	15,278,280.81
Other Operations	34-300	0.00		0.00	0.00	0.00
Interlocal Municipal Service Agreements	42-999	129,562.72		129,562.72	129,562.72	0.00
Public & Private Programs Offset by Revenues	40-999	638,692.71		638,692.71	638,691.71	1.00
Total Operations Excluded from "CAPS"	34-305	768,255.43	0.00	768,255.43	768,254.43	1.00
(C) Capital Improvements	44-999	250,000.00		250,000.00	250,000.00	0.00
(D) Municipal Debt Service	45-999	2,545,000.00		2,545,000.00	372,880.70	
(E) Deferred Charges - Excluded from "CAPS"	46-999	652,400.00	0.00	652,400.00	652,400.00	0.00
(F) Judgments	37-480					0.00
(G) Cash Deficit	46-885					0.00
(K) Local District School Purposes	29-410					0.00
(N) Transferred to Bd of Education	29-405					0.00
(M) Reserve for Uncollected Taxes	50-899	1,879,642.35		1,879,642.35	1,879,642.35	0.00
Total General Appropriations	34-499	28,659,613.36	0.00	28,659,613.36	11,209,212.25	15,278,281.81

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

RESOLUTION # 2019-173

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 or possible violations of the law.

(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. **Negotiations/Attorney Client Privilege**

_____ (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.

_____ (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 May 6, 2019 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 May 6, 2019

Julie A Picard, Township Clerk