

WORK SESSION & REGULAR MEETING OF THE LOWER TOWNSHIP COUNCIL

October 17, 2016 - 7:00 P.M.

Meeting called to order.

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

Work Session

Lower Township Summer Promotion Video – Manager Jim Ridgway

Best Practices Discussion - Fire Districts/Authorities

Consent Agenda

Approval of Minutes October 3, 2016
Res. #2016-284 Payment of Vouchers \$191,482.79
Res. #2016-285 Authorization to Cancel Grant Balances (\$12,333.12)
Res. #2016-286 Insertion of Special Item of Revenue Pursuant to N.J.S.A.40a:4-87, Chapter 159 (JIF Operational Safety Award)
Res. #2016-287 Authorization: Determination of Municipal Service Fee for 2017 (\$120. per manufactured home)
Res. #2016-288 Insertion of Special Item of Revenue Pursuant to N.J.S.A.40a:4-87, Chapter 159 (Bulletproof Vest \$3,415.50)
Res. #2016-289 Insertion of Special Item of Revenue Pursuant to N.J.S.A.40a:4-87, Chapter 159 (Body Armor \$4,189.14)
Res. #2016-290 A Resolution Supporting the Cape May County Chamber of Commerce's Opposition to Seismic Testing in the Atlantic Ocean
Res. #2016-291 Bid acceptance and award of Seven (7) Perkins Folding Grabber Arm Lifter Units or Equivalent (H A DeHart & Son \$38,920.)
Res. #2016-292 A Resolution Amending the Personnel Policies and Procedures Manual of Lower Township (adding Health Insurance Waiver language)
Res. #2016-293 A Resolution Awarding A Bid to Provide Fireworks for the year 2017 with an Option for 2018 and 2019 Including the Barge to S. Vitale Pyrotecnico Industries, Inc. (\$45,000 including Barge 2017)

Regular Agenda

Ordinance # 2016-06 Salary and Benefit Ordinance for the Township of Lower – 2016 - Required Annually. This is the second reading and public hearing of this Ordinance. This Ordinance has been Posted, Published and made available to the public.
Res. #2016-294 Certification of Best Practices Inventory
Res. #2016-295 Authorization for the Payout of Accumulated Compensatory Time (M.Perry \$7,416.78)

Administrative Reports

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

Council Comments

Call to the Public

Closed Session

Res. #2016-296 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. Collective Negotiation Update

Adjournment

COUNCIL MEETING MINUTES – October 3, 2016

The meeting of the Township Council of the Township of Lower, County of Cape May, State of New Jersey was held on October 3, 2016 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
- Councilmember Erik Simonsen
- Deputy Mayor Clark
- Mayor Michael Beck

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

Work Session

Proclamation - Put the Brakes on Fatalities

Mayor Beck read a proclamation declaring October 10, 2016 as "Put the Brakes on Fatalities Day" in Lower Township. This national initiative was designed to increase awareness about safe driving behaviors and keep the state's roadways fatality-free for one day.

Consent Agenda

Approval of NJ State Firemen's Association Membership Application – B. McCloskey, Villas Vol. Fire Co

Approval of Minutes September 19, 2016

Res. #2016-274 Payment of Vouchers \$532,976.15

Res. #2016-275 A Resolution Requesting Release of Demolition Bond for Block 433, Lot 15, 631 Breakwater Road (\$5,000)

Res. #2016-276 A Resolution Formally Requesting Congressman Frank LoBiondo Advocate on Lower Township's Behalf to FEMA Regarding the V Zone Maps

Res. #2016-277 A Resolution Amending Resolution #2015-219; A Resolution Adopting Financial Policies (adding annual report from Assessor)

Res. #2016-278 A Resolution in Support of the New Jersey Department of Transportation Regarding Route NJ 47 in the Township of Lower, County of Cape May (lane use reservations left/right turn only @ milepost 1.6 north & 1.23 south)

Res. #2016-279 Authorization for G-Transportation to Transfer a Limousine License (to a 2003 Ford Ecoline)

Res. #2016-280 A Resolution Amending Professional Service Contracts Awarded in 2016 (adding required language)

Res. #2016-281 A Resolution Adopting Procurement Card (P-Card) Policies and Procedures

Res. #2016-282 Insertion of Special Item of Revenue Pursuant to N.J.S.A. 40A:4-87, Chapter 159 (DEDR \$29,839.)

Ordinance #2016-06 Salary Ordinance – 2016 - This Ordinance is required to be adopted annually. This is the first reading of this Ordinance. The 2nd reading and public hearing has been scheduled for October 17, 2016.

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

Regular Agenda

Res. #2016-283

Authorizing Payment of Voucher - \$10,000 – Lower Township Rescue

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

Administrative Reports

Monthly - Treasurer

Council Comments

Councilmember Conrad made a comment in favor of the monarch butterfly habitat.

Councilmember Perry reminded that October is Fire Prevention Month and encouraged everyone to have their heating systems checked annually by a professional. He also asked Manager Ridgway to give an update on the Roseann Avenue Project.

Manager Ridgway gave an update regarding Roseann Avenue that included the signing of a dewatering permit, the time frame for water main replacement, the bidding process and the demolition of the house for the pump station. Councilmember Perry also informed of progress from the County regarding Bayshore Road.

Councilmember Simonsen informed that the County accepted a bid for Bayshore Road improvements from Fishing Creek to Sandman Boulevard. He also reported that the Township has been persistent about various infrastructure improvements. He informed that a shared services agreement is in progress between the Township and the Borough of Wildwood Crest and Fire District #3 for fire services in Diamond Beach.

Deputy Mayor Clark reminded about the 3VP program for families with 3 year old children. He also stressed the importance of our appeal to FEMA and reaching out to Congressman LoBiondo regarding V Zone Maps.

Mayor Beck announced the following: HMFA meeting – Oct. 4th, Spooktacular to replace Haunted Trails – Oct. 29th, Halloween Costume Parade at Historic Cold Spring Village – Oct. 15th, and Rising Nation Healing Sands Align Us – Nov. 12th.

Call to the Public

Bill Greenfield, Villas, inquired about Resolution #2016-276 and expressed concern about the effect on people outside the V Zones. Manager Ridgway explained his conference call with Congressman LoBiondo and the Township's objective to be heard by the Scientific Review Panel. Councilmember Conrad assured that the Township is doing everything possible to help all Township residents.

Adjournment

There being no further business to address, motion to adjourn moved by Councilmember Simonsen, seconded by Councilmember Conrad. Motion to adjourn unanimous. Meeting adjourned at 7:21 p.m.

Mayor

Township Clerk

Approved:

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00981 COLLINS IRON WORKS*	16-02360	09/06/16	MATERIAL FOR BEACH ACCESS	Open	12,657.88	0.00		
00991 COLONIAL ELECTRIC SUPPLY*	16-02524	09/26/16	TOWNSHIP BULBS	Open	140.72	0.00		
01170 VERIZON WIRELESS* F/S	16-02621	10/05/16	CELL FIRE 8/27/16-9/26/16	Open	52.48	0.00		
01171 VERIZON WIRELESS - TOWNHALL	16-02335	08/30/16	PHONE EXTENDER	Open	249.99	0.00		
	16-02594	10/03/16	CELL PHONE 09/24/16-10/23/16	Open	520.45	0.00		
	16-02622	10/05/16	IPHONE BILL 9/29/16-10/28/16	Open	895.96	0.00		
					<u>1,666.40</u>			
01239 DIANA L DeNOTE	16-02546	09/28/16	CONTRACTUAL REIMBURSEMENT-MV	Open	505.15	0.00		
01389 EDDIE'S AUTO BODY*	16-02102	08/01/16	T-1 PICKUP REPAIR	Open	1,810.60	0.00		
	16-02394	09/09/16	VEHICLE REPAIR	Open	2,819.80	0.00		
	16-02395	09/09/16	VEHICLE REPAIR	Open	3,836.50	0.00		
	16-02411	09/12/16	FRONT END ALIGNMENT	Open	89.95	0.00		
					<u>8,556.85</u>			
01530 FIRE DISTRICT #1	16-00778	03/15/16	2016 FIRE DISTRICT TAXES	Open	2,939.04	0.00		
01540 FIRE DISTRICT #2	16-00274	01/26/16	2016 FIRE TAXES	Open	3,918.72	0.00		
01550 FIRE DISTRICT #3	16-00779	03/15/16	2016 FD #3 TAXES	Open	1,306.24	0.00		
01660 GENERAL SPRING SERVICE*	16-02514	09/26/16	REAR LEAF SPRINGS R2	Open	1,502.06	0.00		
01661 GENERAL SALES ADMINISTRATION*	16-02336	08/30/16	NEW VEHICLE OUTFITTING	Open	1,256.63	0.00		
01703 HARBOR SALES COMPANY*	16-02426	09/13/16	SIGNS SUPPLIES DPS	Open	624.47	0.00		
01713 PATRICK GREENE	16-02572	09/30/16	TRAINING MEALS	Open	20.00	0.00		
01806 ANTHONY J HARVATT, II, ESQ	16-00783	03/15/16	ZBA SOLICITOR SALARY	Open	625.00	0.00		
	16-02638	10/12/16	RESOLUTIONS	Open	300.00	0.00		
					<u>925.00</u>			
02183 KLENSWITE POOL SPA SUP.CO INC*	16-01731	06/14/16	WEEKLY SERVICE-LIQUID CHLORINE	Open	2,324.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02247 LAWSON PRODUCTS, INC.*	16-01891	07/08/16	GARAGE SUPPLIES/SEPT.	Open	627.55	0.00		
02248 LAWMEN SUPPLY*	16-01794	06/23/16	GUN CASES	Open	1,516.00	0.00		
02292 DONALD LOMBARDO	16-02590	10/03/16	CONTRACTUAL REIMBURSEMENT-M	Open	1,388.93	0.00		
02402 MGL PRINTING SOLUTIONS	16-02502	09/21/16	FORMS- TAX OFFICE	Open	290.00	0.00		
02461 JOHN MAHER	16-02589	10/03/16	CONTRACTUAL REIMBURSEMENT-M	Open	2,264.01	0.00		
02538 MARSH & MCLENNAN AGENCY, LLC*	16-01310	05/12/16	RES#16-115 BROKER SERVICES	Open	2,222.22	0.00		B
02640 FRANK MCCLOSKEY	16-02585	10/03/16	CONTRACTUAL REIMBURSEMENT-V	Open	15.00	0.00		
	16-02587	10/03/16	CONTRACTUAL REIMBURSEMENT-V	Open	173.00	0.00		
					188.00			
03052 NATIONAL FIRE PROTECTION ASSN*	16-02383	09/07/16	MEMBERSHIP BLACKLEY 9/16-12/17	Open	175.00	0.00		
03072 NJ STATE LEAGUE OF MUNICIPALI*	16-02382	09/07/16	TRAINING	Open	120.00	0.00		
	16-02484	09/21/16	LEGISLATIVE BULLETIN 2016/2017	Open	28.00	0.00		
					148.00			
03090 NJSACOP - ALUMNI ASSOC	16-01013	04/13/16	TRAINING	Open	450.00	0.00		
03104 NORTHEAST IND.&MARINE SUPPLY*	16-00969	04/08/16	PARTS/RDS/SANT/RECY/MAY	Open	1,692.19	0.00		
03109 TRU GREEN CHEMLAWN	16-00720	03/14/16	RES# 16-70 FERTILIZER/SLICE SE	Open	90.00	0.00		B
03158 NYSCA*	16-02271	08/23/16	RENEWING COACHES CERT./CHEER	Open	80.00	0.00		
03280 PARAMOUNT SANITARY SUPPLY*	16-02532	09/27/16	CLEANING SUPPLIES	Open	379.50	0.00		
03305 PEDRONI FUEL*	16-02626	10/11/16	NO LEAD GAS	Open	372.37	0.00		
03484 LAUREN M. READ	16-02644	10/12/16	VISION REIM	Open	105.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
03518 RIGGINS, INC.*								
	16-02586	10/03/16	OFF HIGHWAY DIESEL	Open	217.41	0.00		
	16-02627	10/11/16	NO LEAD GAS/DPW	Open	<u>314.58</u>	0.00		
					531.99			
03573 SAFETY-KLEEN CORP*								
	16-00761	03/14/16	EQUIP. MAINTENANCE	Open	378.14	0.00		
03611 SERVICE TIRE TRUCK CENTERS*								
	16-01747	06/16/16	TIRES/RDS/SANT/RECY/DPW/SEPT.	Open	4,207.86	0.00		
03613 SEA ISLE ICE CO. INC.*								
	16-02433	09/15/16	REFILL ICE DPW	Open	130.00	0.00		
03814 UNIVERSAL COMPUTING SERV., INC*								
	16-02511	09/26/16	MAILERS	Open	395.10	0.00		
03820 MUNICIPAL UTIIL. AUTH ON CALL								
	16-02450	09/19/16	REIMBURSE HALF OF TOTAL BILL	Open	191.25	0.00		
03863 TREASURER, STATE OF NEW JERSEY								
	16-02636	10/12/16	STATE SURCHARGE JULY-SEPT WCM	Open	857.00	0.00		
	16-02637	10/12/16	STATE SURCHARGE JULY-SEPT LOWE	Open	<u>6,477.00</u>	0.00		
					7,334.00			
03904 LOWE'S HOME CENTER INC*								
	16-01889	07/08/16	SUPLIES/DPW/SEPT.	Open	438.61	0.00		
03917 STATE OF NJ DEPT OF CHILD/FAML								
	16-02615	10/05/16	JULY,AUG,SEPT 2016 MAR/CU FEE	Open	1,500.00	0.00		
03969 VERIZON								
	16-02631	10/12/16	VERIZON PHONE BILL 2016	Open	702.75	0.00		
03971 VERIZON WIRELESS MDT POLICE								
	16-02577	09/30/16	VERIZON MDT	Open	691.17	0.00		
03985 VILLAS NAPA AUTO PARTS								
	16-01886	07/08/16	RDS/SANT/RECY/SEPT	Open	2,419.58	0.00		
03995 VITAL COMMUNICATIONS, INC.*								
	16-02500	09/21/16	MODIV UPDATE- ADDED ASSESSMENT	Open	100.00	0.00		
04097 CINTAS FIRST AID AND SAFETY*								
	16-02558	09/29/16	FIRST AID/DPW	Open	136.79	0.00		
	16-02629	10/11/16	FIRST AID SUPPLY TOWNHALL/BOCA	Open	<u>315.34</u>	0.00		
					452.13			
04176 CHRISTOPHER J WINTER SR*CALEA								
	16-00688	03/11/16	ACCRED. CONSULTANT- SEPTEMBER	Open	450.00	0.00		
04266 NJ DEPT OF HEALTH&SENIOR SVCS								
	16-02593	10/03/16	DOG LICENSE FEES SEPTEMBE 2016	Open	68.40	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
04280 G.F.O.A. OF NJ	16-02575	09/30/16	BALANCE DUE FOR GFOA CONF	Open	100.00	0.00		
4104 DOUGLASS LANDSCAPING LLC*	16-00721	03/14/16	RES# 16-71 LANDSCAPING SERVICE	Open	4,748.50	0.00		B
7079 SUBURBAN PROPANE L P*	16-02442	09/15/16	FUEL FOR EMERGENCY GENERATOR	Open	200.03	0.00		
7142 LINDSAY BECHTLER	16-02611	10/05/16	ZUMBA INSTRUCTOR SEPTEMBE 2016	Open	25.00	0.00		
7199 STAPLES CREDIT PLAN-INSTORE PU	16-02231	08/17/16	HP LASERJET M606X MONOCHROME	Open	1,574.99	0.00		
	16-02290	08/23/16	OFFICE SUPPLIES	Open	137.29	0.00		
	16-02305	08/26/16	SUPPLIES FOR PERSONNEL MANUAL	Open	304.91	0.00		
	16-02340	08/30/16	PRINTER	Open	239.99	0.00		
	16-02378	09/07/16	SUPPLIES FOR OFFICE/DPW	Open	99.90	0.00		
	16-02381	09/07/16	PAPER	Open	99.96	0.00		
					<u>2,457.04</u>			
7471 JACK FLANIGAN	15-02532	10/13/15	REGISTRATION REIMBURSEMENT	Open	10.00	0.00		
7475 SUZANNE M SCHEID	16-02588	10/03/16	CONTRACTUAL REIMBURSEMENT-M	Open	62.00	0.00		
7478 WINDSTREAM COMMUNICATION INC*	16-02628	10/11/16	PHONE SERVICE- MILLMAN/PW/TOWN	Open	3,130.76	0.00		
7508 BLANEY & KARAVAN PC*	16-00061	01/07/16	2016-32 LABOR ATTORNEY \$25 DNE	Open	2,087.50	0.00		B
7532 HEATHER MCNULTY*	16-02613	10/05/16	HIFITNESS ACADEMY SEPTEMB 2016	Open	290.00	0.00		
7568 AMERICAN FURNITURE RENTALS*	16-01691	06/13/16	COURT RENTAL FURNITURE	Open	358.40	0.00		B
7631 C. CREAMER LAND SERVICES LLC*	16-02171	08/09/16	REMOVAL OF TREES & BRUSHING	Open	10,918.00	0.00		
7636 MOTT MACDONALD LLC*	16-02309	08/29/16	RES#16-171 BID SER NATURAL GAS	Open	3,375.60	0.00		
	16-02310	08/29/16	RES#2016-172 ROSEANNE AVE	Open	4,070.00	0.00		
	16-02313	08/29/16	RENOVATIONS @ DOUGLASS PARK	Open	6,658.49	0.00		B
	16-02533	09/27/16	RES 2016-254 CAP GEN ENGINEER	Open	1,278.00	0.00		
	16-02641	10/12/16	PROFESSIONAL ENGINEERING	Open	874.50	0.00		
	16-02642	10/12/16	PROFESSIONAL ENGINEERING	Open	5,827.11	0.00		
	16-02643	10/12/16	PROFESSIONAL ENGINEERING	Open	331.25	0.00		
					<u>22,414.95</u>			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
7638 JOSEPH S BURNS	16-02398	09/09/16	REFUND REGISTRATION FEE	Open	110.00	0.00		
7641 UNION SIGNS & PRINTING*	16-02429	09/13/16	SUPPORT POLICE SIGNS	Open	1,530.00	0.00		
BLAUE BLAUER ASSOCIATES INC*	15-01940	07/22/15	RES#2015-214 2016 SMALL CITIES	Open	562.50	0.00		B
BOSNA KAREN MANETTE BOSNA	16-02612	10/05/16	YOGA PAYMENT SEPTEMBER 2016	Open	75.00	0.00		
<hr/> Total Purchase Orders: 104 Total P.O. Line Items: 0 Total List Amount: 191,482.79 Total Void Amount: 0.00 <hr/>								

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-285

Title: AUTHORIZATION TO CANCEL GRANT BALANCES

WHEREAS, it has been determined that there are appropriated and receivable balances in the general ledger of the federal and state grant fund that are no longer viable; and

WHEREAS, it has been determined by an internal audit that these balances totaling \$12,333.12 should be cancelled to properly reflect the financial position of the Township; and

WHEREAS, it is necessary to formally authorize cancellation of said balances so that they can be adjusted to show a true reflection of the financial position of the Township;

NOW, THEREFORE, BE IT RESOLVED by the Township Council that the following cancellation is authorized to the corresponding Receivable and Appropriated General Ledger Balances:

	DEBIT	CREDIT
APPROPRIATED-COPS IN SHOPS	400.00	
APPROPRIATED-SJ GAME ON	30.07	
APPROPRIATED-SMALL CITIES	11.23	
APPROPRIATED-JIF	0.05	
APPROPRIATED-BEAUT OF TWP	45.74	
APPROPRIATED-MUNICIPAL ALLIANCE	7,353.27	
RECEIVABLE-JIF		0.05
RECEIVABLE-DEDR	4,492.76	
RECEIVABLE-DSPO		28.26
RECEIVABLE-COPS IN SHOPS		400.00
FUND BALANCE		11,904.81
	<u>12,333.12</u>	<u>12,333.12</u>

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-286

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 \$2,000.00 for an item of revenue in the budget of the year 2016 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Atlantic County JIF Optional Safety Award
Total with increase to be \$2,000.00

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$2,000.00 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Atlantic County JIF Optional Safety Award
State/Federal Share \$ 2,000.00
Non State Share \$
Total with increase to be \$ 2,000.00

BE IT 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						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-287

TITLE: AUTHORIZATION: DETERMINATION OF MUNICIPAL SERVICE FEES FOR 2017

WHEREAS, the Township of Lower has by ordinance no. 2003-12 provided for the imposition of an annual municipal service fee on manufactured homes installed in mobile home parks within the confines of the Township of Lower; and

WHEREAS, section 2A-9.2 states that the municipal service fee shall be determined by resolution each year by the Township Council on or before November 1 of the pre-tax year; and

WHEREAS, the annual fee has been established.

NOW, THEREFORE BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Tax Collector is hereby authorized to bill the owners of the mobile home parks within the confines of the Township of Lower \$120.00 per each manufactured home for the year 2017 to be paid quarterly on March 15, June 15, September 15 and December 15.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-288

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 \$3,415.50 for an item of revenue in the budget of the year 2016 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Bulletproof Vest Partnership
Total with increase to be \$3,415.50

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$3,415.50 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 \$ 3,415.50
Non State Share \$
Total with increase to be \$ 3,415.50

BE IT 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						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

1,144.50
 1,116.70
 381.50
 27.80
 2,670.50

count since 1/17/2014.

			\$15,676,736.68
Available Balance	\$15,676,736.68	Interest Rate	0.300 %
Current Balance	\$15,676,855.39	Year-to-date interest amount	\$23,690.23
Last Interest Paid Amount	\$4,749.82	Last Statement Date	8/31/2016

Subtotal: Credits: \$23,348.94 | Debits: \$-9,372.71

Date	Description	Amount
9/29/16	Check (58238) 	-\$4,748.50
9/29/16	Check (58242) 	-\$3,139.29
9/29/16	Check (58130) 	-\$974.92
9/29/16	Check (58190) 	-\$510.00
9/29/16	MISC PAY DOJ TREAS 310 RMR*IV*J70637264** 1144.50\	\$1,144.50
9/29/16	MISC PAY DOJ TREAS 310 RMR*IV*J70652264** 1116.70\	\$1,116.70
9/29/16	MISC PAY DOJ TREAS 310 RMR*IV*J70698264** 381.50\	\$381.50
9/29/16	MISC PAY DOJ TREAS 310 RMR*IV*J70672264** 27.80\	\$27.80
9/29/16	Deposit	\$18,604.00
9/29/16	Deposit	\$969.00
9/29/16	Deposit	\$787.28
9/29/16	Deposit	\$232.16
9/29/16	Deposit	\$76.00
9/29/16	Deposit	\$10.00

Council Checking

XXXXXX0505

Amount: \$745.00

Description: MISC PAY DOJ TREAS 310 RMR*IV*J72778133** 745.00\

Posted Date: 5/18/16

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

RESOLUTION #2016-289

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 \$4,189.14 for an item of revenue in the budget of the year 2016 as follows:

Miscellaneous Revenues –
Revenue Offset with Appropriations - Body Armor
Total with increase to be \$4,189.14

SECTION 2.

BE IT FURTHER RESOLVED that a like sum of \$4,189.14 be and the same is hereby appropriated under the caption of:

General Appropriations –
Public & Private Programs Offset by Revenues - Body Armor
State/Federal Share \$ 4,189.14
Non State Share \$
Total with increase to be \$ 4,189.14

BE IT 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						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

RESOLUTION #2016-290

Title: **A RESOLUTION SUPPORTING THE CAPE MAY COUNTY CHAMBER OF COMMERCE'S OPPOSITION TO SEISMIC TESTING IN THE ATLANTIC OCEAN**

WHEREAS, the United States Department of Interior has included the Atlantic Ocean in its Outer Continental Shelf (OCS) Oil and Gas Leasing Draft Proposed Program for 2017-2022; and

WHEREAS, this proposed draft allows for dangerous testing methods including seismic blasting in a portion of the Mid- and South Atlantic planning areas offshore Virginia, North Carolina, South Carolina and Georgia; and

WHEREAS, seismic air-guns fire intense blasts of compressed air, one of the loudest human-made sounds in the ocean and these blasts that are loud enough to harm marine and aquatic life can occur as frequently as every ten seconds for days or weeks; and

WHEREAS, the full impacts of seismic testing and offshore drilling in the Atlantic Ocean are not fully understood by scientists, the oil and gas industry, the Bureau of Ocean Energy Management or the Federal Government; and

WHEREAS, the primary reason for seismic testing in the Atlantic Ocean is for the exploration of oil; and

WHEREAS, offshore drilling poses a substantial risk of economic and environmental devastation to all shoreline communities threatening our vibrant beach driven tourism economy, commercial and recreational fishing, oyster farming, birding habitats, and fragile wetlands,

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council supports the Cape May County Chamber of Commerce in their opposition of any plan by the United States Department of Interior to allow seismic testing and offshore drilling in the Atlantic Ocean, and that we encourage the United States Government to put its energies and resources into renewable and sustainable energy programs.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION # 2016-291

Title: **BID ACCEPTANCE AND AWARD OF SEVEN (7) PERKINS FOLDING GRABBER
ARM LIFTER UNITS OR EQUIVALENT**

WHEREAS, the Notice to Bidders for Seven (7) Perkins Folding Grabber Arm Lifter or equivalent, was advertised on September 21, 2016 and accepted on October 4, 2016 at 11:00 a.m. prevailing time; and

WHEREAS, Two (2) sealed bids were submitted and reviewed by the QPA and Gary Douglass the Public Works Director; and

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

Lauren Read, CFO

Ord # 2015-10 C-04-55-418-220
Budget Account

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the following contract is hereby awarded:

AWARD TO:	H.A. DeHart & Son, Inc.
Per Unit Price:	\$5,270.00
Bumper Kit:	\$290.00
Total Unit Price	\$5,560.00 each
Total of (7) Seven	\$38,920.00

TOTAL: \$38,920.00

BE IT FURTHER RESOLVED, 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						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION #2016-292

TITLE: A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL OF LOWER TOWNSHIP

WHEREAS, the Township of Lower adopted a Personnel Policies and Procedures Manual on August 15, 2016 by Resolution #2016-235; and

WHEREAS, as part of the Best Practice Inventory, it is recommended municipalities "refrain from incorporating healthcare waiver payments in any labor agreements."

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Lower, County of Cape May, State of New Jersey, that the Personnel Policies and Procedures Manual of Lower Township be amended to include the following:

Health Insurance Policy - Page 66

"When an employee's spouse works for another employer with family health benefits, then the employee may waive health insurance coverage under the Township Plan in favor of the coverage under the spouse's plan. In this event, the Township shall compensate the employee at a rate of 25% or \$5,000, whichever is less, of the annual amount saved by the Township, as provided and/or limited by law, because of the employee's decision to opt out. An employee who waives coverage shall be permitted to resume coverage under the same terms and conditions as apply to initial coverage if the employee ceases to be covered through his/her spouse for any reason, including, but not limited to, the retirement or death of the spouse or divorce"

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

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

RESOLUTION # 2016-293

TITLE: A RESOLUTION AWARDING A BID TO PROVIDE FIREWORKS FOR THE YEAR 2017 WITH AN OPTION FOR 2018 AND 2019 INCLUDING THE BARGE TO S. VITALE PYROTECNICO INDUSTRIES, INC.

WHEREAS, 2016-11 Notice to Bidders for the 2017 Independence Day Firework Show including Barge and an Option for 2018 and 2019 Year was advertised on July 27, 2016 and accepted on August 17,2016 at 11:00 a.m.; and

WHEREAS, One (1) sealed bid was submitted and reviewed by the QPA and the Recreation Director, and the bidder has complied with the specifications and supplied all required certifications and bid documents. The QPA included an extension of the bid award which extended the award date from 60 to 90 days therefore the CFO will certify sufficient funds will be available in the 2017 budget as follows:

Lauren Read, CFO

7-01-30-420-254
Budget Account

WHEREAS, the Township therefore desires to enter into the Agreement (the "Agreement") with S. Vitale Pyrotecnico Industries, Inc. with the terms and conditions set forth on EXHIBIT A attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the contract for the above is hereby awarded to the as follows:

AWARD TO: S. VITALE PYROTECHNIC INDUSTRIES INC.

TOTAL AWARD: \$45,000.00 INCLUDES THE BARGE - 2017

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

PLEASE EXECUTE THIS FORM & SUBMIT WITH THE BID PACKAGE

Re-Bid# 2016-11 PROPOSAL FORM**2017 INDEPENDENCE DAY FIREWORK SHOW Barge included (with 2nd and 3rd Year Option)**

In accordance with the Bid Proposal, General Instructions, Conditions and Specifications, we wish to bid the following; **Supply & perform a minimum Twenty Three (23) minute Independence Day Pyro theatrical performance of a fireworks show on July 3, 2017 @ 9:00 PM EDT.**

***A copy of the proposed program for the aerial display shall be provided with the submittal of the bid proposal. Failure to supply the required program with the proposal shall be considered just cause for the Township's rejection of the bid. Barge Show Must be Electronically Fired.**

1.	2017 Independence Day Firework Show Bid Price	\$ <u>45,000.00</u> 2017
2.	Optional 2nd Year 2018 Rate (Same as above)	\$ <u>46,500.00</u> 2018
3.	Optional 3rd Year 2019 Rate (Same as above)	\$ <u>48,000.00</u> 2019

RATE FOR WEATHER/RAIN DELAY/POSTPONEMENT

Weather/Rain Delay/Postponement Date/Time: If required this date shall be determined by the Township at the time of the postponement of the originally scheduled show.

Note: This fee shall only be paid by the Township, if the weather/rain delay/postponement is evoked by the Township and if **less** than twenty-four (24) hours of notice is given to the contractor.

\$ 6,500.00 per year
2017/2015/2016

****Detailed Description of type and amount of shells per "Show" must accompany the proposal.**

Submitted by: KEN FURSTOSS
(Name of Firm)

Name: PYROTECNICO FIREWORKS, INC.
(Please Type or Print)

Signature: Ken Furstoss

SHOW PRODUCER

Title: _____

Dated: 07 / 29 / 16

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

ORDINANCE #2016-06

SALARY AND BENEFIT ORDINANCE FOR THE TOWNSHIP OF LOWER

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

TOWNSHIP COUNCIL

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

NON-UNION ADMINISTRATIVE/MANAGEMENT PERSONNEL

Township Manager	85,000.00	to	120,000.00
Township Clerk	74,000.00	to	87,000.00
Chief Financial Officer	77,000.00	to	96,000.00
Assistant Township Clerk	46,000.00	to	53,000.00
Director of Personnel	70,000.00	to	90,000.00

NON-UNION POLICE PERSONNEL

Chief of Police	107,584.00	to	140,000.00
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SUPERIOR OFFICERS - POLICE

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

SUPERVISORS UNION

General Supervisor Public Works	59,000.00	to	82,264.84
Tax Assessor	60,000.00	to	99,583.76
Tax Collector	60,000.00	to	97,418.89
Construction Official	52,000.00	to	86,594.57
Supt. Recreation Parks	56,000.00	to	92,006.73
Supt. of Public Works	75,000.00	to	108,243.22
Planning Director	60,000.00	to	97,418.89
Court Administrator	55,000.00	to	92,006.73
Coordinator Fed. & State Aid	50,000.00	to	81,182.41
Deputy Court Administrator	45,000.00	to	59,533.77
Supervisor of Garage Services	66,000.00	to	85,512.14
Supervisor Building, Grounds	59,000.00	to	85,512.14
Qualified Purchasing Agent	45,000.00	to	73,605.39
Purchasing Agent	45,000.00	to	73,605.39
Township Engineer	70,000.00	to	108,243.22

AFSCME

Cashier	26,966.00	to	41,132.42
Clerk Typist	26,966.00	to	45,462.15
Clerk	26,966.00	to	45,462.15
Assessing Clerk	26,966.00	to	45,462.15
Assessing Clerk Typist	26,966.00	to	45,462.15
Tax Clerk	26,966.00	to	45,462.15
Building Maintenance Worker	26,966.00	to	41,132.42
Building Maintenance Worker (PT)	15,000.00	to	24,354.72

Building Service Worker	26,966.00	to	41,132.42
Sr. Building Service Worker	38,000.00	to	59,533.77
Account Clerk-Typing	26,966.00	to	45,462.15
Computer Operator	26,966.00	to	45,462.15
Senior Tax Clerk	30,567.00	to	48,709.45
Senior Police Records Clerk	30,567.00	to	48,709.45
Senior Account Clerk	30,567.00	to	48,709.45
Senior Assessing Clerk	30,567.00	to	48,709.45
Senior Clerk Typist	30,567.00	to	48,709.45
Senior Clerk Stenographer	30,567.00	to	48,709.45
Senior Telephone Operator/Receptionist	30,567.00	to	48,709.45
Senior Computer Operator	30,567.00	to	48,709.45
Code Enforcement Officer	30,567.00	to	48,709.45
Registrar of Vital Statistics	30,567.00	to	48,709.45
Assessing Aide	34,168.00	to	56,286.47
Senior Code Enforcement Officer	34,168.00	to	56,286.47
Principal Clerk	34,168.00	to	62,781.07
Principal Account Clerk	34,168.00	to	62,781.07
Principal Assessing Clerk	34,168.00	to	62,781.07
Principal Clerk Stenographer	34,168.00	to	62,781.07
Principal Clerk Typist	34,168.00	to	62,781.07
Supervising Computer Operator	34,168.00	to	62,781.07
Building Inspector	37,769.00	to	56,286.47
Building Subcode Official	5,000.00	to	56,286.47
Plumbing Subcode Official	5,000.00	to	56,286.47
Plumbing Subcode Inspector (PT)	10,000.00	to	32,472.96
Plumbing Inspector	26,062.00	to	56,286.47
Plumbing Inspector (P/T)	10,000.00	to	32,472.96
Electrical Subcode Official	37,769.00	to	56,286.47
Electrical Inspector	26,062.00	to	56,286.47
Electrical Inspector (PT)	10,000.00	to	32,472.96
Fire Protection Inspector	26,062.00	to	56,286.47
Fire Protection Inspector (PT)	10,000.00	to	32,472.96
Assistant Zoning Officer	37,769.00	to	56,286.47
Assistant Tax Collector	37,769.00	to	56,286.47
Assistant Treasurer (FT)	37,769.00	to	56,286.47
Assistant Superintendent of Recreation	37,769.00	to	56,286.47
Assistant Superintendent of Recreation (PT)	27,000.00	to	56,286.47
Public Safety Telecommunicator or Trainee	30,000.00	to	54,121.61
Relief Public Safety Telecommunicator or Trainee	14.42 hr.	to	19.00 hr.
Violations Clerk	30,567.00	to	44,379.72
<u>POLICE PERSONNEL</u>			
Police Sergeant	86,051.00	to	110,697.09
Police Officer	33,000.00	to	102,207.57
Special Law Enforcement Officer (Class I)	8.38	to	10.00 hr.
Special Law Enforcement Officer (Class II)	11.00 hr.	to	16.00 hr.
Special Law Enforcement Officer - without Police Academy Certification			Applicable Minimum Wage Established by Department of Labor
<u>PUBLIC WORKS PERSONNEL (PER HOUR)</u>			
Equipment Operator	23.81	to	29.55

Supervising Equipment Operator	25.82	to	31.91
Motor Broom Driver	22.58	to	28.11
Mechanic	26.50	to	33.01
Mechanics Helper	24.14	to	29.94
Senior Mechanic/Diesel	28.25	to	34.76
Maintenance Repairer	23.06	to	28.67
Sr. Maintenance Repairer	26.43	to	30.36
Laborer	14.42	to	27.23
Supervising Laborer	23.84	to	29.59
Rec. Parks Maintenance Worker/Groundskeeper	17.42	to	23.95
Electrician	22.64	to	28.19
Sign Maker/Wood & Metal	22.17	to	27.63
Senior Groundskeeper	19.03	to	23.95
Groundskeeper	14.42	to	27.23
Temporary Laborers	14.42	to	17.95
Recycling Program Aide	12.00	to	15.61
Animal Control Officer	21.83	to	27.23

OTHER EMPLOYEES

Deputy Manager	2,600.00	to	3,500.00
Court Attendant	8,000.00	to	9,000.00
Township Prosecutor	14,000.00	to	25,000.00
Municipal Judge	40,000.00	to	50,000.00
Public Defender	11,000.00	to	15,000.00
Recording Secretary Planning/Zoning Board	3,500.00	to	4,000.00
Fire Subcode Official	9,000.00	to	18,000.00
Safety Coordinator	3,000.00	to	4,000.00
District Recycling Coordinator	250.00	to	5,000.00
Emergency Management Coordinator	6,900.00	to	10,000.00
Dep. Emergency Management Coordinator	2,000.00	to	3,000.00
Code Enforcement Officer Trainee	9.00 hr.	to	12.00 hr.
Assistant Treasurer (PT)	6,900.00	to	13,000.00
Tax Search Officer	3,000.00	to	3,500.00
Terminal Agency Coordinator	1,500.00	to	1,500.00
Animal Control (PT)	4,000.00	to	10,000.00

HOURLY EMPLOYEES

Lifeguard/Swimming Instructor	10.00	to	16.00 hr.
Recreation Aide	9.76	to	16.00 hr.
Senior Citizen Program Aide	9.76	to	16.00 hr.
Ticket Taker	8.38	to	10.00 hr.
Park Attendant	11.00	to	14.00 hr.
Field Inspector	15.00	to	30.00 hr.

BUREAU OF FIRE SAFETY

Fire Official	67,000.00	to	94,171.60
Fire Prevention Specialist (FT)	42,000.00	to	62,781.07
Fire Inspector (PT)	17.50	to	21.00 hr.
Fire Prevention Specialist (PT)	17.50	to	21.00 hr.
Fire Safety Board Members	1,400.000 Annually		

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

Section 3. Owners of private automobiles that are used for travel in connection with Township business shall be reimbursed for the use of said automobiles in accordance with the business use mileage rate established by the Internal Revenue Service in the year in which the travel occurred. All employees who do use their personal cars for Township business must furnish the Department of Revenue & Finance with a Certificate of Insurance supplied by the employee's insurance agent.

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

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

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

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

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

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

Section 7. All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Thomas Conrad, Councilmember

David Perry, Councilmember

Erik Simonsen, Councilmember

Norris Clark, Deputy Mayor

Michael E. Beck, Mayor

Adopted:

Attest: _____
Julie A. Picard, Township Clerk

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

RESOLUTION #2016-294

TITLE: CERTIFICATION OF BEST PRACTICES INVENTORY

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

WHEREAS, the purpose of the Best Practices worksheet is to promote and improve financial accountability and transparency by withholding some or all of the final payment of State Aid from municipalities who do not score high enough on the annual worksheet; and

WHEREAS, the attached 2016 Best Practices worksheet for the Township of Lower shows that the Township scores an 87%.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower that the 2016 Best Practices Inventory has been reviewed and can be forwarded to the State of New Jersey Department of Community Affairs.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk

Best Practices Worksheet CY 2016/SFY2017

Lower Township (Cape May)		
0505	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	
	General Management - GM	
1	Yes	Has your municipality 1) explored all potential shared service opportunities; and 2) filed a copy of all shared service agreements presently in effect for which it provides the service, along with any amendments thereto, with the Division (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)? In the Comments section, please identify all explored all potential shared service opportunities, whether an agreement resulted and, where no agreement was reached, the reason(s) why.
2	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.
3	Yes	Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?

The Township has a shared service agreement with West Cape May for construction, with Cape May County for garage services and with Lower Cape May Regional for the school resource officer. We are currently executing agreements with Cape May County for Dispatch services as well as a shared public safety building.

Best Practices Worksheet CY 2016/SFY2017

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Question
		Comments
4	Yes	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>
5	No	<p>A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. <u>Does your municipality have, or has your municipality made an application to FEMA for, a Community Rating System ranking of at least Class 9?</u></p>

Best Practices Worksheet CY 2016/SFY2017

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Question
		Comments
6	N/A	<p>The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</u></p>
7	Yes	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2016 that covers the 2015 calendar year?</u></p>
8	Yes	<p>While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?</p>

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Question	Comments
9	<p>Answer</p> <p>Yes</p> <p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. <u>Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date under "Comments".</u></p>	<p>17-Oct-16</p>

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Comments
Finance & Audit - FA		
10	N/A	
<p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2014 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2015 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2014.</p>		
11	Yes	
<p>Payments In Lieu of Taxed (PILLOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILLOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILLOT agreement?</p>		
12	Yes	
<p>N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u></p>		

Best Practices Worksheet CY 2016/SFY2017

		Lower Township (Cape May)	
0505		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
13	Yes	<p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities) ?</u></p>	
14	Yes	<p>Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in Local Finance Notice 2014-09?</u></p>	
15	Yes	<p>The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u></p>	
16	Yes	<p>While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?</p>	
		Procurement - P	

Best Practices Worksheet CY 2016/SFY2017

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Question
		Comments
17	N/A	<p>Pursuant to <u>N.J.S.A. 52:15C-10(a)</u>, municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. Did your municipality comply with the notice and approval provisions of <u>N.J.S.A. 52:15C-10</u> in the prior year?</p>
18	N/A	<p>Pursuant to <u>N.J.S.A. 40A:11-25</u>, the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in <u>N.J.S.A. 40A:11-25</u>, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.</p>
19	Yes	<p><u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</p>

Lower Township (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0505	Answer	Question
		Comments
20	Yes	<p>Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2015-27?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.</p>
Health Insurance - HI		
22	Yes	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</p>
23	Yes	<p>Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?</p>

Lower Township (Cape May)

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

0505	Question	Comments
<p>24</p>	<p>Answer</p> <p>Yes</p> <p>Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement?</u> "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</p>	

Best Practices Worksheet CY 2016/SFY2017

Lower Township (Cape May)

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

0505	Answer	Question	Comments
		Personnel - PE	
25	No	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u></p>	
26	No	<p>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date? If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
27	No	<p>Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?</p>	
28	Yes	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	

Best Practices Worksheet CY 2016/SFY2017

Lower Township (Cape May)

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

0505	Answer	Question	Comments
29	Yes	<p>For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
30	Yes	<p>Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</p>	8/15/2016

Best Practices Worksheet CY 2016/SFY2017

Lower Township (Cape May)		
0505	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
0	Select	
22	Yes	
4	No	
4	N/A	
30	Total Answered:	
26	Score (Yes + N/A)	
87%	Score %	
Chief Administrative Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	Name & Title	Date
Chief Financial Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	Name	Date
Municipal Clerk's Certification		
	I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed/will discuss the CY 2016/SFY 2017 Best Practice Inventory as completed herein at a public meeting on <insert date>, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
	Name	Date

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

RESOLUTION # 2016-295

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 Governing Body of the Township of Lower that payment to Michael Perry in the amount of \$7416.78 is authorized and chargeable to the 2016 Budget account 6-01-25-240-125.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
CONRAD						
PERRY						
SIMONSEN						
CLARK						
BECK						

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 October 17, 2016.

Julie A Picard, Township Clerk

LOWER TOWNSHIP POLICE DEPARTMENT

SPECIAL REPORT

TO: Chief William Mastriana

FROM: Detective Michael Perry

DATE: October 3, 2016

SUBJECT: Comp. Time Pay Out

I'm submitting this special as a request to cash in 168.25 hours comp. time. I
Thank you for your consideration in this
matter.

Respectfully Submitted,

Det Michael Perry #178
Michael Perry
Patrolman Badge # 178

C	File	Officer	Comments
Date	10/4/2016	<i>[Signature]</i>	forward to township
		<i>[Signature]</i>	for approval

64-0919 x
168.25 =
7,416.75 *

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

OFFICE OF CONSTRUCTION OFFICIAL

Construction Permit Activity Report

RANGE: 09/01/2016 To 09/30/2016

October 04 , 2016 3:32:15PM

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$254,795.00	Cubic Footage:	101475 Cu.ft	Permit Issued:	146
Cost Of Alteration:	\$1,104,227.00	Square Footage:	11771 Sq.ft	Updates Issued:	16
Cost Of Demolition:	\$9,650.00			All Fees Waived:	4
Total Cost:	\$1,368,672.00			Municipal Fees Waived:	0

<u>PERMIT FEES</u>		<u>ADMIN FEES</u>		<u>WAIVED FEES</u>		<u>TOTAL FEES</u>	
Building:	\$14,174.00	Building:	\$0.00	Building:	\$180.00	Building Fees:	\$13,994.00
Electrical:	\$12,302.00	Electrical:	\$0.00	Electrical:	\$103.00	Electrical Fees:	\$12,199.00
Fire :	\$1,335.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$1,335.00
Plumbing:	\$3,664.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$3,664.00
Elevator:	\$356.00	Elevator:	\$0.00	Elevator:	\$356.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$639.00	Technical Fees:	\$31,192.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$375.00	\$0.00	\$375.00
Alteration Training Fee:	\$2,095.00	\$122.00	\$1,973.00
DCA Minimum Fee:	\$17.00	\$1.00	\$16.00
Sub total Training Fee:	\$2,487.00	\$123.00	\$2,364.00

TECHNICAL ISSUES

Building Technical:	97
Electrical Technical:	93
Fire Protection Technical:	16
Plumbing Technical:	45
Elevator Technical:	2
Mechanical Technical:	

Certificate of Occupancy Fee:	\$541.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$541.00

CERTIFICATE ISSUES

Certificate of Occupancy:	14
Certificate of Approval:	65
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$31,192.00
DCA FEES:	\$2,364.00
CERTIFICATE FEES:	\$541.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$34,097.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$50.00
GRAND TOTAL FEES:	\$34,147.00

OFFICE OF THE CONSTRUCTION OFFICIAL

Account Summation-Summary

Report Run from 09/01/2016 To 09/30/2016

October 4, 2016 3:32:27PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$2,374.00	\$31,773.00	\$0.00	\$34,147.00
LICENSE FEES	Sub Totals:	\$100.00	\$500.00	\$0.00	\$600.00
GRAND TOTALS:		\$2,474.00	\$32,273.00	\$0.00	\$34,747.00

Construction Permit Activity Report

SUMMARY

CONSTRUCTION COSTS

COUNT

Cost Of Construction:	\$291,670.00	Cubic Footage:	58088 Cu.ft	Permit Issued:	18
Cost Of Alteration:	\$174,703.00	Square Footage:	4822 Sq.ft	Updates Issued:	1
Cost Of Demolition:	\$14,000.00			All Fees Waived:	0
Total Cost:	\$480,373.00			Municipal Fees Waived:	0

PERMIT FEES

ADMIN FEES

WAIVED FEES

TOTAL FEES

Building:	\$4,542.00	Building:	\$0.00	Building:	\$0.00	Building Fees:	\$4,542.00
Electrical:	\$1,843.00	Electrical:	\$0.00	Electrical:	\$0.00	Electrical Fees:	\$1,843.00
Fire :	\$718.00	Fire :	\$0.00	Fire :	\$0.00	Fire Fees:	\$718.00
Plumbing:	\$1,645.00	Plumbing:	\$0.00	Plumbing:	\$0.00	Plumbing Fees:	\$1,645.00
Elevator:	\$0.00	Elevator:	\$0.00	Elevator:	\$0.00	Elevator Fees:	\$0.00
Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical:	\$0.00	Mechanical Fees:	\$0.00
				Total Waived:	\$0.00	Technical Fees:	\$8,748.00

DCA

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$216.00	\$0.00	\$216.00
Alteration Training Fee:	\$331.00	\$0.00	\$331.00
DCA Minimum Fee:	\$2.00	\$0.00	\$2.00
Sub total Training Fee:	\$549.00	\$0.00	\$549.00

TECHNICAL ISSUES

Building Technical:	12
Electrical Technical:	13
Fire Protection Technical:	4
Plumbing Technical:	7
Elevator Technical:	
Mechanical Technical:	

Certificate of Occupancy Fee:	\$495.00
Waived Certificate Fees:	\$0.00
Sub Total Certificate Fees:	\$495.00

CERTIFICATE ISSUES

Certificate of Occupancy:	6
Certificate of Approval:	6
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$8,748.00
FEES:	\$549.00
CERTIFICATE FEES:	\$495.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$9,792.00
PENALTIES COLLECTED:	\$0.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$9,792.00

OFFICE OF THE CONSTRUCTION OFFICIAL
Account Summation-Summary

Report Run from 09/01/2016 To 09/30/2016

October 4, 2016 1:58:04PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$171.00	\$9,621.00	\$0.00	\$9,792.00
	GRAND TOTALS:	\$171.00	\$9,621.00	\$0.00	\$9,792.00

**2016 CASH RECEIPTS
SEPTEMBER**

Township of Lower
Office of the Tax Collector

	MONTH TO DATE	CORRECTION DONE IN MAY	YEAR TO DATE
Receipts			
Preliminary Tax (2017)	50,354.93		704,642.75
Current year taxes (2016)	619,480.68	-25.32	44,425,595.19
Prior year taxes (2015)			822,159.58
Arrears (2014)			6,314.85
State Audit Payback			1,000.00
Municipal lien			315.26
Recording			12.00
Bankruptcy	286.26		1,706.59
6% Penalty			3,740.03
Tax Search Fees			20.00
Interest	6,617.34	25.32	109,790.65
Advertising/tax sale cost			13,587.57
Municipal Service Fees	5,016.49		57,876.49
Lot clearing			4,510.00
Returned Check Fees	20.00		440.00
Duplicate Bills	45.00		740.00
MUA Charges			142,757.11
MUA Interest			26,287.40
Trash	7,625.25		40,373.00
Premium			511,500.00
TOTAL DEPOSITS	689,445.95	0	46,873,368.47
DEPOSITED TO COUNCIL CHECK	610,508.01		44,373,488.72
DEPOSITED TO WIPP ACCOUNT	78,937.94		1,988,379.75
DEPOSITED TO PREMIUM ACCT			511,500.00
TOTAL DEPOSITS	689,445.95	0	46,873,368.47
NSF Reversals			41,399.32
WIPP NSF Reversals	863.00		25,957.13
TOTAL	688,582.95		46,806,012.02

Prepared by Susan Jackson

**2016 SEPTEMBER
VITAL STATISTICS**

Marriages,Civil Unions	21
Domestic Partners	0
Ceritified Copies	192
Certified Copies EDRS	1
Burial Permits	0
Marriages, Civil Unions State	\$525.00
Domestic Partners State	\$0.00
Marriages, Civil Unions Twp	\$63.00
Domestic Partners Twp	\$0.00
Certified Copies	\$1,920.00
Certified Copies EDRS	\$10.00
Burial Permits State	\$0.00
Burial Permits Twp	\$0.00
TOTAL	\$2,518.00

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

RESOLUTION # 2016-296

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.

 X (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. **COLLECTIVE NEGOTIATION UPDATE**

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

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

_____ (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.

_____ (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 of 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 October 17, 2016 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						
SIMONSEN						
CLARK						
BECK						

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 17, 2016.

Julie A Picard, Township Clerk